

Mr. Tolson

1/16/58

The Executives Conference

PROPOSED DESTRUCTION OF "NO RECORD"  
LOYALTY OF GOVERNMENT EMPLOYEES AND  
SECURITY OF GOVERNMENT EMPLOYEES FORMS

On 1/15/58 the Executives Conference gave consideration to a suggestion by Mr. Nease that now might be the proper time to dispose of some 7, 312, 061 no-record loyalty of Government employees and security of Government employees forms which are maintained in the Records Branch. Mr. Nease pointed out that it is estimated there is an annual personnel cost of some \$35, 774, exclusive of filing cabinets and space to handle these forms, and they appear to be of limited value to the Bureau. Likewise, it was pointed out that there is no legal requirement for the Bureau to maintain these no-record forms, but on the other hand there is no other central repository for such information in existence.

In June, 1948, Attorney General Tom Clark stated in an informal notation: "Edgar: I think we should insist that an index be kept of government employees. Then when a new organization is placed on list you could check its membership -- if you do not have membership lists we could secure same thru subpoena." The Attorney General had in mind checking membership lists of organizations put on the Attorney General's list. We have never, however, followed the procedure of checking these lists. To do so would be extremely time consuming and impractical at this point.

During the first 10 months of 1957, 5, 415 names were searched through the no-record forms. Only one out of every 47 names was considered possibly identical with a no-record form, making a total of only 115 possible identifications located out of the total names searched. In order to search a name through these forms now requires 3 searches. One is through the General Index, another through forms on microfilm, and again through forms filed alphabetically in file cabinets. Current procedure is to file these forms as received alphabetically. Nease was of the opinion that these forms serve very little useful purpose so far

Tolson GAN:hpf  
Boardman (6)  
Belmont (6)  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons cc - Mr. Tamm  
Rosen cc - Mr. Clayton  
Tamm cc - Mr. L. E. Short  
Trotter \_\_\_\_\_  
Clayton \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM

JAN 23 1958

INDEXED-18  
RECORDED-18  
EX-131

18 JAN 21 1958

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HEREIN IS UNCLASSIFIED  
DATE 7-22-92 BY SP-5 a/p/g

Memo to Mr. Tolson  
**PROPOSED DESTRUCTION OF "NO RECORD" LOYALTY  
OF GOVERNMENT EMPLOYEES AND SECURITY OF  
GOVERNMENT EMPLOYEES FORMS**

as the Bureau is concerned other than to be able to determine whether a loyalty form has been submitted on an individual.

This matter was last considered during the 1956 inspection of the Records Branch and Inspectors recommended that the entire matter be reconsidered after the Commission on Government Security had made its report.

The Conference at this time is of the opinion that we should continue to maintain these forms and that reconsideration be given to the possible destruction of the forms after the current session of Congress, having in mind that the Congress might conceivably pass another loyalty bill of some kind which would have a bearing upon the need for these forms. It was likewise recommended that close attention be given to reducing the number of requests for searches through no-record loyalty forms. Searches are now made only when there is a special request for such.

*JK*  
*JK*

1/22/58

The Executives Conference

STAMPING OF INDEX CARDS IN FIELD OFFICES FOR FILES DESTROYED AFTER 25 YEARS OLD

PURPOSE: To consider proposals relative to the stamping of index cards -- files destroyed and year when destroyed -- for those files which may be destroyed when they are 25 years old.

CURRENT PROCEDURE: When files which are over 25 years old are destroyed the index cards relating thereto should be marked with a stamp -- file destroyed and year destroyed. When such files are destroyed a list of the files is maintained at the beginning of each classification.

BACKGROUND: On 3/20/57 the Executives Conference considered a suggestion (#449-57) that when O and general files over 25 years old are destroyed, the index cards for such files in the general index also be destroyed. Executives Conference recommended that the suggestion not be adopted and that the previous instructions issued by Bureau Bulletin No. 35, Series 1946 (6/26/46), be reinstated. The field was advised by SAC Letter 57-19 that when files are destroyed after 25 years old the index cards relating thereto should be marked with a stamp - file destroyed and year destroyed. Appropriate manual instructions were placed in the Manual of Rules and Regulations.

OBSERVATIONS: As a result of numerous inquiries and proposals to reconsider the current instructions to stamp index cards when the files are destroyed after 25 years the Inspection Section of the Training and Inspection Division made an extensive study of the proposals, which study included detailed surveys made in seven field offices. The field offices concerned recommended the following with reference to handling index cards in the general index for files which are destroyed after 25 years: Los Angeles recommended destroying cards and not to stamp them as required; Dallas and Chicago recommended leaving such cards in index and not to stamp or destroy; New York recommended to discontinue stamping such index cards; San Francisco recommended, first, to destroy the cards and, second, to leave such cards in the index and not stamp them; Washington Field Office recommended that the cards not be stamped and leave them in index and Philadelphia recommended not to stamp such cards and to leave them in the index.

- Polson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
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- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Troutter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Clayton  
1 - Mr. Tamm  
Enclosures

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64 JAN 27 1958

INDEXED 47  
RECORDED 47

66-257-12643

JAN 24 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 7-22-82 BY SP-5/BJL

**Executives Conference Memorandum to Mr. Tolson  
Re: Stamping of Index Cards in Field Offices  
For Files Destroyed After 25 Years Old**

Recommendations, as cited above, were based on careful studies including time required to stamp such cards and it was the general opinion of these offices that the clerical time used in stamping the cards was not worthwhile when compared to the advantages of stamping same; that the time required to perform this operation was not justified. Inspection staff is of the opinion that the current procedure of stamping the index cards should be discontinued.

In view of the observations set forth above it is proposed that the Executives Conference consider the following relative to index cards in the general index for files which are destroyed after 25 years: (1) whether the present procedure should be continued to require stamping of such cards; (2) whether such index cards should be removed from the general index and destroyed; and (3) whether such cards should remain in the general index and not be stamped as now required.

**EXECUTIVES CONFERENCE CONSIDERATION:** On 1/22/58 the Executives Conference, consisting of Messrs. Tolson, Belmont, Clayton, Holloman, Mohr, Nease, Parsons, Sizoo, Tamm and Trotter, considered the above matter. It was the unanimous opinion of the Conference that the current instructions requiring the stamping of index cards in the general index for those files which are destroyed after 25 years be rescinded. It was recommended that the field no longer be required to stamp such cards and that the field be required to show on the list, kept at the beginning of each classification, the date the file was destroyed in addition to the present requirement of listing the files destroyed.

**RECOMMENDATIONS:** 1. That the present instructions in Manual of Rules and Regulations, Part II, Section 3, page 13, requiring the stamping of index cards for files which are destroyed after 25 years old be rescinded.

Conference Memorandum to Mr. Tolson  
aa; Stamping of Index Cards in Field Offices  
For Files Destroyed After 25 Years Old

2. That field offices be required to show the date file is destroyed on the list presently kept at the beginning of each classification showing which files have been destroyed.

3. That the attached SAC Letter be approved.

4. That attached revision for the Manual of Rules and Regulations be approved.

THE DIRECTOR

2/6/58

THE EXECUTIVES CONFERENCE

BOOKLET FOR POLICE  
"HOW TO CORRESPOND WITH FBI"

The Executives Conference on February 5, 1958, with Messrs. Tolson, Holloman, Boardman, Clayton, Belmont, Parsons, Trotter and Tamm being present, reconsidered the approval of a booklet for distribution to police on how to correspond with the FBI.

Mr. Parsons objects to the distribution of the booklet, which has not as yet been completed, basing his objections on the fact that it appears that the Bureau's operations are so complex that we need the assistance of the police to handle our own internal administration. He also feels that the instructions and explanations of the numerous forms appear sufficiently complex to make some less educated police officers feel it is too difficult a problem for them to learn; that any benefit that might accrue from the booklet would be more than offset by the possibility of criticism.

Messrs. Tolson, Holloman, Boardman, Belmont, Clayton and Parsons feel that the booklet should not be published for the above reasons.

Mr. Trotter feels that if the booklet is not published he would like to extract from it the portion pertaining to correspondence with the Identification Division showing all of the forms and their uses by the Identification Division to be furnished to all fingerprint contributors for their guidance.

Mr. Tamm, based on a review of the booklet and a survey of 15 Special Agents in Charge, feels that the booklet has merit and should be published.

RECOMMENDATIONS: (see page 2)

- 1 - Mr. Clayton
- 1 - Mr. Tamm

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
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- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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17 FEB 6 1958

EX-146

ALL INFORMATION CONTAINED  
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Executives Conference Memorandum to The Director

Re: BOOKLET FOR POLICE  
"HOW TO CORRESPOND WITH FBI"

RECOMMENDATIONS:

(1) Based upon the majority opinion of the Executives Conference, it is recommended that the booklet not be published.

(2) That those portions pertaining to the Identification Division be extracted by the Identification Division for use in corresponding with fingerprint contributors.

Respectfully,  
For the Conference

Clyde Tolson

*J. Conrad*  
*H -*

MR. TOLSON

2-21-58

THE EXECUTIVES CONFERENCE

DESTRUCTION OF EXTRA COPIES OF INVESTIGATIVE REPORTS

On 2-19-58 the Executives Conference, consisting of Messrs. Tolson, Mohr, Trotter, Parsons, Clayton, Sizoo, Belmont, Tamm, and Nease, unanimously agreed with the recommendation of the Records Branch that extra copies of investigative reports now in file be destroyed. Through such destruction the Bureau will gain 11,250 sq. ft. of file room expansion space which will last for approximately five years plus the re-use of 2,500 file cabinets valued at over \$150,000.00. Many other incidental advantages will also accrue such as easier review of files, handling, repair, etc.

Copies of reports in file are convenient to use for dissemination to authorized agencies; however, most of them will never be used for this or any other purpose. It is estimated that 1/3 of the space in the Bureau's investigative files consists of extra copies of reports, and in the immediate future the Records Branch will be faced with a critical space shortage. On the other hand, copies as needed for dissemination can be mechanically reproduced by the Mechanical Section as is done at present.

If copy destruction is approved, the Records Branch proposes to start with the older files where the greatest savings in space will result. (There is very little dissemination of copies from these files.) Surveys reflect this would be in the security classifications beginning in the late 30's and early 40's where we can save 78.8% of the space contained in these files. In later years, due to the tighter restrictions placed on the submission of extra copies of reports, approximately 19% of the space within the files is occupied by extra copies. Extra personnel will not be needed to perform this work. It will be integrated with the regular work of the Records Branch and as personnel become available they will be assigned to purging of

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1 - Mr. Tamm  
1 - Mr. Clayton

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EX-128

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DATE 7/22/92 BY SP5/PLJ

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Executives Conference Memorandum  
Re: Destruction of Extra Copies of  
Investigative Reports

2-21-58

nonessential copies. One exact copy substantially free of all markings will be retained. Occasionally the copies retained, which ordinarily will be the originals, will bear certain file and index markings. Most of these will be on the first page. Accordingly, an extra "clean" copy of the first page where available will be retained. Other index markings that may appear on succeeding pages will appear on any mechanically reproduced copies which may be used for dissemination to other agencies. This situation has, however, occurred in the past where only the original is available for reproduction and is not deemed objectionable. Each report will be clearly stamped as to the date of the purge of extra copies and initialed by the person who removed them. All work will be finally checked by another employee before the extra copies are thrown away.

If the Director agrees, the Records Branch will be authorized as outlined above to proceed immediately with the disposal of extra copies of investigative reports now in our files.

✓  
OK  
D.

MR. TOLSON

2/20/58

THE EXECUTIVES CONFERENCE

~~PER DIEM RATES AND PRICES OF MEALS  
FBI ACADEMY, QUANTICO, VIRGINIA~~

The Executives Conference on 2/19/58, with Messrs. Tolson, Mohr, Trotter, Parsons, Clayton, Sizoo, Nease and Tamm being present, considered the question of per diem rates and price of meals at the FBI Academy, Quantico, Virginia.

The conference was advised that the meals served at the Academy now cost \$3.50 per day. (\$1.00 for breakfast, \$1.25 each for lunch and dinner) In addition a 10 cent tip is collected for each meal, making a total charge to agent personnel at Quantico of \$3.80 a day. The present per diem is \$4.80 per day less 96 cents for lodging furnished at the Academy leaving \$3.84, the actual amount paid by the government.

The price of meals served at the Academy have not been advanced since before 1949. Colonel Ward B. Cleaves (USA, Retired), President, Cleaves Food Service Corporation, which has handled the Academy dining room since 1942, has advised that they have lost money on the operation of our dining room for the past three months and over a longer period of time have been just breaking even. This is due to the increase in food and labor costs.

It was suggested to the conference that the per diem rate at Quantico be increased from \$4.80 to \$5.60 per day and that the price of lunch and dinner be advanced from \$1.25 to \$1.50. The per diem rate with one fifth or \$1.12 deducted for lodging would leave \$4.48 to cover the cost of meals and tips.

This would increase the yearly per diem at Quantico based on same number of Agents as were present during the fiscal year 1957 by \$15,078.69; however, it is felt that this is justified so that the quality of the food may be improved.

1 - Mr. Clayton

6 FEB 20 1958  
Mr. Tamm

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- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Belmont \_\_\_\_\_
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- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Executive Conference Memorandum

Re: PER DIEM RATES AND PRICES OF MEALS  
FBI ACADEMY, QUANTICO, VIRGINIA

It is further suggested that the price of meals for non-per diem employees (supervisors and Agents from the Washington Field and Richmond Field Offices receiving firearms training and the National Academy) be increased from the present charge of 75 cents to \$1.00. This would be a 90 cent charge for the meal and a 10 cent tip.

RECOMMENDATIONS:

(1) The conference unanimously recommends that the price of meals at Quantico for lunch and dinner be increased to \$1.50, for per diem employees.

(2) That the per diem rate be increased from \$4.80 to \$5.60 of which \$4.48 will be used by the Agents to cover the cost of meals and tips the remaining \$1.12 to be deducted for cost of lodging.

(3) The price of meals at Quantico for non-per diem employees be increased to \$1.00. That the change of prices of meals and per diem be effective March 1, 1958.

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Mr. Tolson

March 5, 1958

The Executives Conference

SOUND TRAINING

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-24-92 BY SP5 cjd/aj

On March 5, 1958, the Conference, consisting of Messrs. Tolson, Holloman, Tamm, Rosen, Boardman, Belmont, Clayton, Trotter, Callahan and Parsons, considered the Laboratory proposal to give specialized sound training to additional specially selected field Agents.

The Bureau maintains a group of technically trained Special Agents in the Field, generally referred to as Sound Men, who handle all microphone installations and telephone taps. These individuals, in addition, handle a number of other duties such as being the experts on the sound equipment used in the Field for covering extortion plants and surveillances; they make security checks of our own communications facilities and handle the technical phases of investigations arising within the Bureau's jurisdiction under Unauthorized Publication or Use of Communications, which is a violation of Section 605 of the Communications Act of 1934. Because of the sensitivity of this type of work, men are selected on the basis of having the necessary technical background, and are carefully screened from the standpoint of being career employees. Training in this special technical field is restricted to these selected men and is not given to new Agents or In-Service classes.

On Mr. Clegg's memorandum of December 6, 1949, concerning wire tapping, the Director noted "I want no further instruction given in this subject unless I personally approve. H." No training concerning wire taps has been given without the approval of you and the Director. Because of the need for additional personnel, four 4-week schools were held in 1953, at which time 32 selected men were trained. Since that time approximately 50 trained Agents are no longer performing these duties because of retirement or promotion to SAC, ASAC or full-time supervisory duties, and our Field complement is now down to 114. Twenty-three of our field offices have only one qualified man assigned, while of course the larger offices such as New York and Washington Field, where a larger amount of this work is concentrated, have four or more men assigned. At this time we have requests from the Field for 10 sound-trained Agents which we are unable to fill.

Tolson  
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1 - Mr. Tamm  
1 - Mr. Clayton

*CE*

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EX-136

Memo to Mr. Tolson from Executives Conference  
Re: Sound Training

The Laboratory proposes to hold two 4-week schools of 16 men each for a total of 32 additional sound-trained Agents. These men, as in the past, will be carefully screened by the Administrative Division and the Laboratory. Substantially the same curriculum will be followed as in the past schools, namely, training in sound, telephone work, use of field radio equipment and specialized lock training. Tools and supplies for these schools will cost approximately \$1500.

The Conference unanimously recommends that two schools be held beginning April 14 and May 12, 1958.

*OK*

66-7554-12647

Mr. Tolson

3/6/58

The Executives Conference

STAPLING MEMORANDA TO THE ATTORNEY GENERAL

The Executives Conference on 3/5/58, with Messrs. Tolson, Holloman, Rosen, Boardman, Belmont, Clayton, Parsons, Trotter, and Tamm present, considered the question of whether or not memoranda to the Attorney General on Standard Form 64 should be stapled.

The Conference was advised that the Seat of Government Stenographers' Manual now requires memoranda to the Attorney General should not be stapled. All other correspondence on Standard Form 64 is stapled. For purposes of uniformity and security, it is believed desirable to staple memoranda to the Attorney General prepared on Standard Form 64. This procedure should be of assistance to the Attorney General in handling such memoranda.

The conference unanimously recommended that such memoranda should be stapled.

RECOMMENDATIONS: 1. That memoranda to the Attorney General on Standard Form 64 be stapled.

2. That the enclosed revisions for the Seat of Government Stenographers' Manual be approved.

REC-29

MAR 10 1958

EX-135

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*DP*

- Tolson
- Belmont
- Mohr
- Parsons
- Boardman
- W.C. Sullivan
- Nease
- Tele. Room
- Holloman
- Gandy
- 1 - Mr. Tamm
- 1 - Mr. Clayton

Enclosure

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Mr. Tolson

March 27, 1958

The Executives Conference

GRADUATION EXERCISES  
SIXTY-FIRST SESSION  
FBI NATIONAL ACADEMY  
F. I. U. A.

*Shaw's day*

The Executives Conference, on March 26, considered the speakers for the graduation exercises of the FBI National Academy on June 5, 1958. Those present were Messrs. Tolson, Boardman, Belmont, Mohr, Parsons, Clayton, Rosen, Holloman, Nease, and Tamm.

As the speakers, the Conference recommended the following:

1. Attorney General William P. Rogers
2. John S. Gleason, Jr., National Commander, The American Legion

The Attorney General spoke at the graduation of the fifty-second Session of the Academy in November 1953 when he was the Deputy Attorney General. Mr. Gleason has not spoken at any previous graduation.

The Conference also considered the minister to give the invocation and the benediction and recommends Reverend Merrill W. Drennan, Pastor of the Millian Memorial Methodist Church at Wheaton City, Maryland. Drennan, age 42, is a former Special Agent, having served from April 1942 and resigned in June 1948 to study for the ministry. The Director saw him shortly prior to his resignation and commented that his attitude was excellent. Dr. Joseph R. Sizoo is very complimentary concerning Reverend Drennan. He advised that when Drennan completed his work for the ministry, the church authorities did not have a church to which to assign him immediately, and they sent him into the Viers Mill area in Maryland to establish a congregation if possible. He has had outstanding success in establishing a new congregation and is presently in the process of building a very fine church building.

It was recommended that Deputy Attorney General Lawrence E. Walsh be asked to give out the diplomas to the class members.

- Tolson
- Nichols
- Boardman
- Belmont
- Mohr
- Parsons
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- Nease
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Mr. Tamm  
Mr. Clayton

SR:sjw  
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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/22/92 BY SP5C/dcg

Executives Conference Memorandum  
Re: Graduation Exercises

RECOMMENDATIONS:

1. That the speakers at the graduation exercises be Attorney General Rogers and John S. Gleason, Jr., National Commander, The American Legion.

OK  
2/1

2. That the minister for the invocation and benediction be Reverend Merrill W. Drennan.

OK  
2/1

3. That Deputy Attorney General Lawrence E. Walsh be asked to give out the diplomas.

2/1 ✓ OK 1/19



The Director

March 27, 1958

The Executives Conference

15-DAY DEADLINE  
FUGITIVE CASES

The Executives Conference, on March 26, 1958, considered the recommendation concerning a 15-day deadline in fugitive cases. Present instructions to the field require that all fugitive leads must be handled within 30 days. An exception is Top Ten cases where the field is under instructions to complete all leads within 48 hours. The present 30-day deadline was put into effect February 1, 1951. It has had a very beneficial effect in the acceleration of fugitive leads. In connection with the 30-day deadline, the field must, on a common-sense basis, distinguish between leads indicating imminent apprehension, which require immediate attention, and those which do not.

If a 15-day deadline were approved, it would no doubt further accelerate the fugitive program. However, while no accurate cost estimates are available, it must be considered that in order to cover fugitive leads in 15 days, road Agents may have to make special trips to meet this deadline and by placing the 15-day deadline into effect, fugitive cases may benefit but on an over-all basis other work in the office may suffer. It would also require that in many instances our road work costs, insofar as travel costs are concerned, would be increased.

Messrs. Tolson, Clayton, Parsons, Nease, Mohr, Quinn Tamm, Belmont and Rosen recommend that we adopt the 15-day deadline and that it be placed into effect for a period of 90 days. It is to apply to all fugitive leads in the headquarters city and to leads at the headquarters of the resident agencies. The purpose in so restricting it is to keep the travel costs at a minimum and not to arbitrarily require that a Resident Agent make a road trip out of his resident agency to a point 300 miles distant just for the express purpose of covering a fugitive lead in a routine case when no other work is pending in that area at the time. Therefore the purpose would be to keep at a minimum any increased travel costs.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_ 1 - Mr. Tamm
- Parsons \_\_\_\_\_ 1 - Mr. Clayton
- Rosen \_\_\_\_\_
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DATE 1/22/98 BY SP5a/dig

**Memorandum to the Director**  
**Re: 15-Day Deadline, Fugitive Cases**

**Messrs. Boardman and Holloman feel that the 15-day rule should apply to all fugitive cases on a 90-day trial basis.**

**Respectfully,**  
**For the Conference**

✓  
**Clyde Tolson**

Mr. Tolson

April 7, 1958

The Executives Conference

SUGGESTION PROGRAM  
LETTERS OF ACKNOWLEDGMENT

From time to time an agent attending In-Service training or some other employee raises the question as to why we do not advise employees whose suggestion are not adopted of the reasons for not adopting the suggestion. This question was last considered by the Executives Conference on 6/26/56 and it was unanimously decided not to change the policy then (and now) in effect which is as follows:

PRESENT POLICY: All suggestions received are acknowledged with a letter of thanks within a 3-day deadline. These acknowledgment letters sometimes reject the suggestion immediately on the basis that same suggestion was previously considered and not adopted. Other letters may state that the suggestion is not being adopted because of "certain disadvantages" which are not further identified. In some cases, when the matter is/ <sup>not</sup> confidential or sensitive, the reasons for not adopting the suggestion are set out. Finally, in cases where the suggestion must be studied before a decision can be made, the employee is thanked for submitting it and told that he will be further advised if the suggestion is adopted. Then, if the suggestion is rejected, no further communication is sent. It is this latter group that raises the question as to why we do not advise them. The feeling is that we say they will be advised if the suggestion is adopted and when nothing further is ever heard of the matter some doubt is left in the mind of the employee as to whether the suggestion was of any value or whether it was even considered.

OBSERVATIONS: During the fiscal year ending 6/30/57, 781 employee suggestions were received and acknowledged. Follow-up letters were sent on approximately 200 adopted suggestions. Some of the suggestions not adopted were rejected in the letter of acknowledgment, exact number unknown but probably not more than 100. Under our present policy, therefore, there were about 50 instances in which no follow-up letter was required.

- Tolson \_\_\_\_\_
  - Nichols \_\_\_\_\_
  - Boardman \_\_\_\_\_
  - Belmont \_\_\_\_\_
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  - Nease \_\_\_\_\_
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- 1 - Mr. Tamm  
1 - Mr. Clayton
- NAW:vfb  
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EX-110

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/22/92 BY SP3C/PLS

POSSIBLE COURSES OF ACTION:

A. Acknowledge every suggestion promptly as at present and send follow-up letter to employee in all instances when original acknowledgment letter cannot set out final disposition as to whether suggestion is adopted or rejected.

**DISADVANTAGES**

1. Would require about 500 more letters per year.
2. In many cases involving confidential or sensitive techniques or policies, it is undesirable to put into the hands of an employee a letter detailing the matter and giving reasons for rejecting the suggestion.
3. Nothing constructive is accomplished by writing such rejection letters.

B. Defer acknowledgment of suggestion until final adjudication has been made.

**DISADVANTAGES**

1. Same as above.
2. The delay would prevent the prompt acknowledgment demanded by common courtesy.
3. Would in most cases delay acknowledgment beyond the 3-day deadline and in some cases in which surveys are involved the delay would run into some weeks.
4. Would be contrary to Department policy under incentive award program which requires "prompt acknowledgment and processing of all employees' contributions --"

C. Acknowledge suggestions promptly as at present and follow up in appropriate cases with a letter to SAC or division head setting out reasons for rejection with instructions to so advise employee.

**DISADVANTAGES**

Will require about 500 such letters per year and will accomplish nothing constructive.

D. Continue present policy.

RECOMMENDATIONS OF TRAINING AND INSPECTION DIVISION:

Since there have been no actual complaints relative to present policy and since the question has been raised only in a few isolated instances, we feel that the present policy should be continued. If Executives Conference feels that some change is desirable, then we favor writing to SAC or division head so employee can be advised of reasons why his suggestion is not adopted.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at conference on April 7, 1953, were the following: Messrs. Tolson, Boardman, Belmont, Clayton, Holloman, Mohr, Parsons, Rosen, Tamm, and Trotter. Conference considered this suggestion and unanimously recommended that present policy be continued. Mr. Belmont made the suggestion that the field be advised of the number of suggestions made, the number adopted, and the fact that additional and unnecessary correspondence would be involved if employees must be advised of the reasons in every instance when a suggestion is rejected.

RECOMMENDATION:

That enclosed SAC Letter implementing Mr. Belmont's suggestion be sent.

ERC  
4/8

V.

JR  
OK  
K

57

MR. TOLSON

April 16, 1958

THE EXECUTIVES CONFERENCE

POLICY OF AWARDING LIFE MEMBERSHIP IN FBIRA

The Executives Conference of April 14, 1958, consisting of Messrs. Tolson, Tamm, Clayton, Belmont, Sizoo, Parsons, Trotter, McGuire, Rosen, Holloman and Mohr considered the present policy of giving FBIRA life memberships to certain individuals.

The Conference was advised that in 1942 former Assistant to the Director Louis B. Nichols proposed and the Director approved a policy of awarding FBIRA life membership to all employees who retire from the Bureau because of age. Under this proposal the individual retiring for age received an FBIRA life membership card and the name of the retired employee was retained on the mailing list to receive "The Investigator."

The Director has also approved the policy of awarding life FBIRA membership to employees in the Bureau who reach their 35th anniversary of Bureau service. These employees get an FBIRA life membership card.

The Executives Conference was advised that the Executive Committee of the FBIRA felt that the policy of awarding FBIRA life memberships should be clarified at this time. It was pointed out to the Executives Conference that since the policy of giving FBIRA life membership cards to employees retiring for age, the Liberalized Retirement Act was subsequently passed which permits certain employees to retire at age 50, with a minimum of 20 years of service as FBI Agents. The question naturally arises whether this group should be included in the life membership policy. Further, no policy exists at the present time concerning the awarding of FBIRA life memberships to Bureau employees who might retire for total disability.

The Executives Conference was also advised that the Executives Committee of the FBIRA was in favor of awarding FBIRA life membership certificates suitable for framing in addition to life membership cards.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Clayton \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Tamm  
1 - Mr. Clayton  
JPM:lae

(5)

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EX-135

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/2/82 BY SP-5 CJK/ky

Executives Conference Memorandum

The Executives Conference felt after carefully considering this matter that the Bureau should not adopt a policy of granting life FBIRA memberships to certain groups of employees who are leaving the service, such as retirees. In the past there have been certain individuals who have misused their connection with the Bureau and endeavored to utilize every possible former Bureau connection for personal advancement, many times in political campaigns. The Executives Conference envisioned the possibility that certain of these retirees might use the life membership cards or certificates in political campaigns.

The Conference unanimously recommended that we discontinue issuing FBIRA life memberships of any kind to any employees leaving the service and that the only individuals getting FBIRA life membership cards should be those current employees who reach their 35th anniversary of Bureau service and continue in Bureau employment thereafter. The Conference was in favor of all employees who leave the service surrendering their FBIRA membership cards whether they be regular membership or life membership cards. The Conference was unanimously agreed that if anyone retiring asked to have the Bureau send "The Investigator," we would then consider such a request. The Conference unanimously recommended the adoption of their suggestion because there was little or no benefit to be derived from giving FBIRA life memberships to retiring employees.

Should you agree with the unanimous views of the Executives Conference the officers of the FBIRA will be guided accordingly.

*J. Concur*  
*H.*

Mr. Tolson

April 7, 1958

The Executives Conference

INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE (IACP) ANNUAL CONFERENCE MIAMI BEACH, FLORIDA

On April 7, 1958, the Executives Conference gave consideration as to who should represent the FBI at the IACP conference to be held at the Hotel Fontainebleau at Miami Beach, Florida, October 26 through October 31, 1958.

Those present were Messrs. Tolson, Holloman, Rosen, Boardman, Belmont, Clayton, Parsons, Trotter, Mohr, and Tamm. The Conference recommended that the Bureau be represented by Assistant Director Quinn Tamm, Inspector J. S. Rogers, and SAC Harvey Foster.

RECOMMENDATION:

If approved, the Miami Office and Bureau personnel to attend will be notified.

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EX-126 REC-42 66-2554-12653

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APR 25 1958

- 1 - Mr. Tamm
- 1 - Mr. Clayton

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(5)

MAIL ROOM

- Tolson
- Nease
- Boardman
- Belmont
- Mohr
- Parsons
- Rosen
- Tamm
- Trotter
- Tele. Room
- Holloman

Handwritten signatures and initials: J, SR, and others.



Mr. Tolson

4/29/58

The Executives Conference

SUGGESTION #453-58  
SUBMITTED BY [REDACTED]  
EL PASO DIVISION

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b7c

SUGGESTION: That in security-type cases, Office of Origin be permitted to consolidate into volumes those files which have not had any work done on them or serials added within last 5 years; that where office is not Office of Origin, they be allowed to consolidate closed security cases when they have been closed 6 months.

PRESENT PRACTICE: Current instructions do not provide for consolidation of security files such as Espionage (65), Internal Security and Security Matters (100). Manual provides that auxiliary offices are to destroy all copies except one of each serial before placing file in closed section in categories of Espionage, Internal Security and Security Matters on organizations or individuals.

ADVANTAGES STATED: Suggester points out to adopt suggestion would result in considerable savings of space through consolidation of files in security-type categories.

BACKGROUND: The same or similar suggestions have been considered on several occasions in the past and were not adopted, the last suggestions being #272-56 and #745-56 which were considered on 11/7/55 and 5/4/56 respectively.

OBSERVATIONS: As to the current suggestion to consolidate security-type cases a survey was made by the Los Angeles, Minneapolis, San Francisco, New York and Washington Field Office with the following results: Los Angeles, Minneapolis and San Francisco recommended in favor of the consolidation of security files; New York and Washington Field Office were strongly opposed to the adoption of the suggestion.

The Domestic Intelligence Division has consistently opposed consolidation of security-type files on the grounds it cannot be anticipated with any degree of accuracy that a security case which has remained in a closed status for any particular period of

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosures

- 1 - Mr. Tamm
- 1 - Mr. Clayton
- 1 - Personnel file of [REDACTED]

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time would not be reopened because of additional data being received. That if files are consolidated, reopening of case would require that serials regarding a subject would be removed from consolidated section and file reopened, which requires considerable clerical time. Further, numerous name searches are made through security files for various intelligence agencies of the Government and the adoption of the suggestion would complicate the work involved in conducting such name searches. Domestic Intelligence Division is of the opinion that the advantages of consolidation would be greatly outweighed by the inconvenience and expense involved in reopening cases and making name checks. Therefore, it is recommended that the suggestion not be adopted. Training and Inspection Division concurs with the views of the Domestic Intelligence as to consolidation of security-type files.

COUNTERPROPOSAL: During the survey conducted relative to the consolidation of security-type files, the offices concerned were also requested to submit comments and recommendations as to the destruction of extra copies of serials in security-type files in lieu of consolidation of such files. Los Angeles, Minneapolis, New York, San Francisco, Washington Field Offices unanimously recommended that the serials in security-type files be destroyed. Washington Field Office recommended that the destruction of such serials be accomplished after the file has been closed for a period of 10 years.

Domestic Intelligence and Training and Inspection Divisions have studied the counterproposal and concur that the proposal to destroy all but one copy of serials in the Espionage (65), Internal Security and Security Matters (100) and Internal Security - Nationalistic Tendency (105) after the files have been closed for 10 years. It is felt that considerable savings of file cabinets could be accomplished by stripping these files, which constitutes the majority of the security-type cases, with a minimum amount of disadvantages. If approved, the field would be instructed to accomplish the stripping of the files at the earliest possible time with the present number of personnel assigned to the office.

ACTIONS TO BE CONSIDERED: 1. Whether the suggestion to consolidate security-type files after 5 years should be adopted. Domestic Intelligence and Training and Inspection Division recommend against adoption.

2. Whether or not the counterproposal to strip security type files of all but one serial after 10 years in the 65, 100 and 105 classifications should be adopted. Domestic Intelligence and Training and Inspection Divisions recommend approval.

EXECUTIVES CONFERENCE CONSIDERATION:

On 4/28/58 the Executives Conference consisting of Messrs. Tolson, Belmont, Clayton, Mohr, Nease, Parsons, Rosen, Sizoo, Trotter and Tamm considered the suggestion to consolidate security-type files and the counterproposal of destroying all but one serial of security-type files after ten years in the 65, 100 and 105 classifications. The Executives Conference unanimously recommended that the suggestion to consolidate security-type files not be adopted and that the counterproposal be adopted with the provision that when copies of serials are destroyed that the date of destruction and the initials of the employee destroying the copies be placed on each serial for which copies are destroyed.

RECOMMENDATIONS: 1. That suggestion to consolidate security-type files not be adopted. No further action required as Mr. [ ] has been previously thanked by letter for his suggestion.

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2. That counterproposal to permit office of origin to destroy all copies except one of each serial in the files which are over ten years old in classifications Espionage (65), Internal Security and Security Matter (100); Internal Security - Nationalistic Tendency (105) be approved.

3. That attached SAC Letter be approved.

4. That attached revision for the Manual of Rules and Regulations be approved.

66-7854-1254

Mr. Tolson

April 28, 1958

The Executives Conference

\*MISSING PERSON PROGRAM

On April 28, 1958, the Executives Conference, with Messrs. Tolson, Mohr, Trotter, Parsons, Clayton, Sizoo, Belmont, Rosen, and Nease, being present, considered the question of retaining correspondence in missing persons cases after the missing person's notice has been cancelled. It was previously agreed by the Conference on March 1, 1955, that such material would be forwarded to the Records Section by the Identification Division three years after the missing person notice had been cancelled and that it be retained.

At the present time there are eight boxes full of this material in the Bulky Exhibit Section similar to the attached folder. So far as is known, none of this correspondence has been referred to since this procedure has been placed in effect.

It was the unanimous opinion of the Conference that this material could be destroyed by the Identification Division three years after the missing person notice had been cancelled with the exception of photographs or other potentially valuable documents such as discharge papers which might subsequently be called for by the contributor.

It will be necessary to secure archival authority prior to the destruction of this material.

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Enclosures

- 1 - Mr. Tamm
- 1 - Mr. Clayton

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- Tolson \_\_\_\_\_
  - Boardman \_\_\_\_\_
  - Belmont \_\_\_\_\_
  - Mohr \_\_\_\_\_
  - Nease \_\_\_\_\_
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  - Rosen \_\_\_\_\_
  - Tamm \_\_\_\_\_
  - Trotter \_\_\_\_\_
  - Clayton \_\_\_\_\_
  - Tele. Room \_\_\_\_\_
  - Holloman \_\_\_\_\_
  - Gandy \_\_\_\_\_
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MR. TOLSON

5/7/58

THE EXECUTIVES CONFERENCE

~~FIRING OF MACHINE GUN~~  
~~ON INDOOR RANGE~~

The Executives Conference on 5/7/58, with Messrs. Tolson, Sizoo, Belmont, Hargett, Clayton, Trotter and Tamm being present, considered the firing of the machine gun on the indoor range in connection with tours.

It is noted that the range has been recently remodeled to provide a safety plate glass shield between the firearms expert and the tours watching the firearms demonstrations in the range. The purpose of the shield is to prevent fragments of bullets from ricocheting back into the spectators. The machine gun itself has recently been altered to prevent deflection of misfired cartridges from the machine gun.

Prior to the installation of the shield and the adding of the deflecting shields to the machine guns, some of the persons being taken through the Bureau were permitted to fire the machine gun if they so requested. Because the Bureau has gone to a certain expense in adding additional safeguards to the range, it is felt that the machine gun should not be fired by persons who are being conducted through the Bureau on tours except in those very special cases where the Director may desire that a particular tour be permitted to fire the machine gun.

The Executives Conference unanimously recommends that the machine gun not be fired by persons on tours except in those very special instances where it is felt desirable.

1 - Mr. Tamm

1 - Mr. Clayton

*J. Conrad*  
*A*  
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- Tolson
- Nichols
- Boardman
- Belmont
- Mohr
- Parsons
- Rosen
- Tamm
- Trotter
- Nease
- Tele. Room
- Holloman
- Gandy

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Mr. Reddy

Mr. Tolson

June 4, 1958

The Executives Conference

RETENTION OF SPECIAL AGENTS' INTERVIEW NOTES

On June 4, 1958, the Executives Conference consisting of Messrs. Tolson, Tamm, Rosen, Belmont, Sizoo, Cleveland, Parsons, Holloman, Nease, Mohr and Trotter considered the question of whether Special Agents should, after dictation, be required to retain their handwritten notes reflecting interviews with individuals who may later become witnesses in court.

BACKGROUND:

It will be recalled that during the John Cyril Hellman Smith Act trial, certain witnesses testified on cross-examination that Special Agents had taken handwritten notes during interviews with them and the defense demanded and the judge ordered such notes produced. When advised that the interviewing Agents had not retained their handwritten notes after dictating the results of the interview, the judge ordered the Agents to appear in court and so testify.

As a result of this development, the attached SAC Letter was prepared, instructing that Special Agents' handwritten notes, taken during interviews with potential witnesses, should, in the future, be retained. It was pointed out that since such notes might have to be produced at trials, they must be legible, uniform, in good order, reasonably presentable, sufficiently complete to be read from the witness stand, and substantially verbatim.

The purpose of the proposed SAC Letter was to relieve the Bureau of any possible criticism which might be leveled during a trial or hearing because Special Agents did not retain their handwritten notes of interviews with potential witnesses.

It was pointed out to the conference that if the proposed SAC Letter is sent to the field, we may well be saddling ourselves with a white elephant for the following reasons:

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons 1 - Mr. Tamm
- Rosen 1 - Mr. Clayton
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease AHR:med
- Tele. Room (65)
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosure

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Executives Conference Memorandum  
RE: RETENTION OF SPECIAL AGENTS'  
INTERVIEW NOTES

1. The volume of the notes to be retained will be considerable, requiring the time and expense of handling, filing and preserving. As the weeks and years progress, this will add materially to our filing and space problems.

2. The great percentage of these notes will never be used in court, particularly in security-type cases where the number of cases coming to court is a minute percentage of the cases investigated. It is most difficult at the time of a given interview to determine whether a person interviewed will at some future date appear as a witness, yet the proposed SAC Letter instructs that doubts about retaining notes should be resolved in favor of retention. (As a matter of practice, in the majority of our security cases the witnesses are informants, who have submitted written reports or whose reports have been written up by the agent in a form for production in court; nevertheless, the agent would have to assume that other persons interviewed might be possible witnesses, and the notes would have to be retained.)

3. At the present time an agent takes such notes as will permit him to dictate the results of the interview. If he is to prepare the notes in such a fashion that they can be produced in court and make the proper impression, the agent will have to make full notes, well written, and lucidly presented. Aside from the definite time factor involved in preparing such copious notes, the agent many times is not in a position to prepare such notes during the interview and will have to either broaden his notes after the interview or prepare a fresh set of notes, which then are not his original notes.

4. There is danger of embarrassment to the Bureau if there are two sets of documents in existence relating to the same interview; namely, the agent's notes and the interview form. This will permit the defense attorney to cross-examine the agent as to any minute discrepancy between the two documents, or as to why the notes are not as complete as the dictated account of the interview.

5. Notes are presently taken by agents in a variety of forms-- some in longhand, some in shorthand, some in abbreviations which have meaning only to the agent. The proposed SAC Letter seeks to remedy this

Executives Conference Memorandum  
RE: RETENTION OF SPECIAL AGENTS'  
INTERVIEW NOTES

by requiring that the notes should be legible, uniform, et cetera, "and sufficiently complete to be read from the witness stand as past recollection recorded; notes of interviews should be substantially verbatim." To comply with this will require voluminous notes of an interview, particularly to comply with the "substantially verbatim" requirement. Frankly, it would appear the only way that an interview can be recorded "substantially verbatim" is by a question and answer statement, or a mechanical recording.

6. Any requirement that full notes be taken during all interviews will in many instances defeat the purpose of the interview, which is an investigative technique to abstract information from the person being interviewed. The taking of copious notes could not only hamper the interviewing agent, and take his mind off the fundamental purpose of the interview, but have an adverse effect on the person being interviewed.

RECOMMENDATION BY EXECUTIVES CONFERENCE:

The conference was of the unanimous opinion that if the proposed SAC Letter is sent to the field, we may well be "jumping out of the frying pan into the fire," and that for the reasons set out above, we would not only be running the risk of embarrassment to the Bureau but would be faced with tremendous problems as to cost, space and time.

The conference noted that at the time the Jencks law was under consideration in June, 1957, Bureau officials took up with then Legal Counsel W. Wilson White the question of Agents retaining their handwritten notes taken during interviews. Mr. White stated at that time that the interview report form proposed by the Bureau obviated the necessity for an interviewing Agent to retain his handwritten notes of the interview since the Agent's dictation of the interview was contemporaneous with the event and much more complete. Mr. White indicated however, that where precise notes had been taken, for example, accounting work papers, crime scene search matters, laboratory examination matters, and fingerprint examination matters, the original notes should be retained as work papers.



*Executives Conference Memorandum*  
**RE: RETENTION OF SPECIAL AGENTS'  
INTERVIEW NOTES**

*Pursuant to Mr. White's decision in this matter, appropriate instructions were issued to our field offices and, in confirmation of the contact with Mr. White, a copy of the instructions issued to our field offices was forwarded to the Attorney General under date of June 25, 1957.*

*The conference felt that it would be advisable to adhere to the policy established as the result of Mr. White's decision but that the opinion of the Legal Counsel of the Department should be obtained in writing at this time.*

*There is attached a letter to Assistant Attorney General Malcolm R. Wilkey. This letter makes reference to Mr. White's decision in June, 1957; refers to the order of Judge Murray in the Hellman case; and requests the Department's legal opinion in this matter at this time.*

*O.K.*

Mr. Tolson

June 5, 1958

The Executives Conference

OFFICE MEMORANDA

Present at the Executives Conference on 6-4-58 were Messrs. Tolson, Tamm, Sizoo, Clayton, Parsons, Rosen, Belmont, Nease, Mohr, Holloman and Trotter. Trotter pointed out that Part II, Section 2, Page 1a of the Manual of Rules and Regulations provides that office memoranda which are purely administrative in nature may be prepared and distributed without prior Bureau approval. This is an exception to the general rule that memoranda which establish rules, such as information and instructions of the type normally handled by the Bureau in SAC Letters or Bureau Bulletins, must be submitted to the Bureau for approval before distribution among personnel.

Trotter advised that the internal work procedures of the Identification Division are sometimes changed in one section and, in order for the supervisory staff of the other sections to be apprised of such procedural type changes, it is necessary on occasion to prepare administrative memoranda for the supervisory staff of the Identification Division advising them of these administrative type changes. Trotter recommended that where such changes involve work procedures or flow of work the Identification Division be permitted to prepare memoranda for the supervisory staff to be disseminated directly to them upon preparation in the Identification Division. The supervisory staff, of course, understands that these memoranda are not to be taken out of the building and are to be kept in policy folders on the desks of the various supervisors. Without Bureau Approval Prior

The Conference was in unanimous agreement that the Identification Division follow the above-stated procedure.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

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- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
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- Clayton \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
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June 4, 1958

Mr. Tolson

The Executives Conference

**INTERNATIONAL EXCHANGE  
OF IDENTIFICATION RECORDS  
QUOTING OF FOREIGN RECORDS**

Present at the Executives Conference on 6-4-58 were Messrs. Tolson, Tamm, Sizoo, Clayton, Parsons, Rosen, Belmont, Nease, Mohr, Holloman and Trotter. Trotter pointed out that as a general proposition the Bureau does not quote identification data submitted to us that is unsupported by fingerprints in our files. This rule covers "admissions" on the part of subjects as to prior arrest records. Generally, these come in in the form of notations on the back of current fingerprint cards. Similarly, they are received from law enforcement agencies which may submit only one fingerprint card but list one or more other prior arrests on the card. The purpose of this rule is to allow the Bureau to support with actual fingerprints all arrest data that we quote out on our identification records.

Trotter suggested a change in connection with this rule involving only the international exchange of fingerprint cards. He pointed out as an example that we might forward a fingerprint card to the [redacted] and receive in reply a detailed record of the subject which appears in the files of the [redacted]. In view of the fact that we would not have access to such foreign arrest data through any other means, Trotter suggested that we incorporate this information in our identification records when later disseminating records to domestic law enforcement agencies.

The Conference was in unanimous agreement that this policy should be adopted.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
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- Parsons \_\_\_\_\_
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JUN 27 1958

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Mr. Tolson

7/9/58

The Executives Conference

SUGGESTION BOXES  
SEAT OF GOVERNMENT (SOG)

**BACKGROUND:** Suggestion boxes first placed in convenient locations at SOG on 7/31/50 for Bureau employees to submit suggestions as they might occur to employees (per memo to all employees from the Director dated 7/31/50 which was prepared by Mr. L. B. Nichols -- 66-2765-1988). At present there are 10 suggestion boxes at SOG, 8 in the Justice Building and 2 in the Identification Building.

As a result of the inspection of the Director's Office, the Training and Inspection Division, effective 3/20/58, was assigned responsibility of making collections from suggestion boxes. Further, it was recommended that at end of 3 months the matter of continuing or discontinuing suggestion boxes should be presented to Executives Conference for consideration.

**RESULTS OF SURVEY:** From 3/20/58 to 7/3/58, one suggestion was found in suggestion boxes; 1 anonymous note containing some profanity was found in box located on first floor near 9th Street entrance which box is readily accessible to the general public entering the building.

**OBSERVATIONS:** 1. Advantages of Continuing Suggestion Boxes -- (a) boxes provide convenient place for employees to submit ideas as they may occur without submitting suggestions through the division channels; (b) availability of such suggestion boxes is consistent with the general suggestion programs throughout the Government departments and Department of Justice; (c) availability of such boxes is consistent with general publicity concerning Government suggestion programs in that many posters refer to use of suggestion boxes.

2. Disadvantages of Continuing Suggestion Boxes -- (a) approximately one hour of clerk's time is used in making collections of boxes on a weekly basis and as noted above only one suggestion was

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

- 1 - Mr. Tamm
- 1 - Mr. Clayton
- 1 - Mr. Mohr (Attn: Mr. Newman)

EX-124

REC-20

66-2554-12660

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ORIGINAL FILED IN 66-2765-23

Executives Conference Memo to Mr. Tolson  
RE: SUGGESTION BOXES - SEAT OF GOVERNMENT (SOG)

7/9/58

collected during the 3-month period; (b) some boxes, such as the one located at the 9th Street and Pennsylvania Avenue entrance of Justice Building, are located in space which is not exclusively used by Bureau personnel and the public has access to the boxes and therefore in some instances notes are placed in the boxes, presumably by the public.

It is to be noted that the "Federal Personnel Manual" does not have any instructions requiring that suggestion boxes be placed within the various departments. However, as previously mentioned, such suggestion boxes are considered desirable by the Incentive Awards Committee of the Civil Service Commission and by other departments.

EXECUTIVES CONFERENCE CONSIDERATION: 7/9/58

The Executives Conference on 7/9/58 with Messrs. Tolson, Nease, Rosen, Belmont, Clayton, Trotter, Mohr and Tamm being present unanimously recommended removing the Bureau's suggestion boxes. The Executives Conference after considering the facts concluded that the boxes could be removed as the Bureau's suggestion program is now well established and as employees can send their suggestions directly to the Director rather than through division channels if they so desire. Further, the Executives Conference concluded that in view of the non-productivity of the suggestion boxes and the cost of maintaining them, continuation of the boxes is not warranted.

RECOMMENDATIONS: 1. That the Bureau's suggestion boxes be removed.

2. If approved, Administrative Division will take action to collect and dispose of the suggestion boxes.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TROTTER *l.h.*

DATE: 6/23/58

FROM : C. A. HARRISON

SUBJECT: PRODUCTION STANDARD FOR ASSEMBLERS  
FINGERPRINT CORRESPONDENCE SECTION  
IDENTIFICATION DIVISION

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*Frank*

*Ray*  
*W.H.*

*e.h.*

We have in the Fingerprint Correspondence Section, Identification Division, approximately 30 employees who assemble copies of identification records after these records have been duplicated by either the Copyflex or "Ditto" processing method. These assemblers are in Grade GS-3, and the records handled by them may consist of one or many pages. From the assembling unit the records go to the mail room where they are dispatched to various contributors as replies to inquiries initiated by them.

The minimum production standard for assemblers has been 25 jackets an hour. A statistical analysis of their work for the last fifteen months indicates that 23 jackets an hour is a more realistic minimum.

Details of the analysis are reported in the attached memorandum to which work papers are enclosed. Statistical approach used was to compute mathematically the standard deviation from the arithmetic mean (average). This gave us a quantitative measure of the scatter or dispersion which occurred, i.e., the degree of variance. One standard deviation on either side of the arithmetic mean encompasses about 68 per cent of all occurrences. If two standard deviations are measured, about 95 per cent of the items will be included.

The arithmetic mean was found to be 27.88 jackets per hour for qualified employees regularly assigned to the assembling unit or 26.63 when adjusted to eliminate the high production of three employees.

Obviously, the figure of 25 jackets per hour as a minimum is too close to either of these averages. As can be seen by visual inspection of the normal distribution curves diagrammed on the work papers, many assemblers are in the range between 23 and 25 jackets an hour.

**RECOMMENDATION:** That the minimum standard for assemblers be set at 23 jackets per hour.

**ADDENDUM:** The Executives Conference consisting of Tolson, Holloman, Malone, Rosen, Sizoo, ~~Malone~~, Parsons, Callahan and Trotter on 6-25-58, foregoing recommendation and unanimously approved the same will place in effect. CLT:VF

Enclosures

**RECEIVED**  
JUN 25 1958

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220 JUL 1 1958

*l.h.*  
*6/26*

**NOT RECORDED**  
JUN 30 1958  
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DATE 7-22-92 BY SP5 a/dag

ORIGINAL FILED IN 62-1634-10764

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TROTTER *6/12*

DATE: 6/12/58

FROM : C. A. HARRIS *CAH*

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Nease	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SUBJECT: QUOTING CONFIDENTIAL "BUREAU" INFORMATION IN IDENTIFICATION RECORDS

*6-12-58*  
*Rosen*  
*100-490*  
*ORIGINAL COPY FILED IN 100-490*

Whenever confidential matter, for example data involving an FBI informant, security index subject or a Bureau Fugitive, is added to an identification record such data is placed on a special page of the record called a "Bureau" page. In this way it can be separated from the record if the record is furnished to a source outside our agency.

This procedure is common knowledge in the Identification Division but we have no provisions for alerting other divisions and/or field offices to detach the "Bureau" page before dissemination is made.

RECOMMENDATIONS:

1 - That we incorporate specific instructions re "Bureau" page of identification records in: (a) Manual of Instructions (b) Agents' Hand Book (c) Supervisors' Manual

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DATE 7-22-92 BY SP5 CIDE/CLY

2 - That we type in capital letters at the bottom of each Master "Bureau" page the notation "THIS PAGE SHOULD BE DETACHED IF RECORD DISSEMINATED OUTSIDE FBI ." Such a notation will then appear on all copies prepared from the Master.

*100-490*  
NOT RECORDED  
199 JUN 25 1958

ADDENDUM June 18, 1958: The foregoing two recommendations were considered by the Executives Conference consisting of Messrs. Tolson, Tamm, Rosen, Clayton, Parsons, Callahan and Trotter on 6-18-58. Conference was unanimous for adoption. Ident will prepare manual changes and inaugurate suggested procedure in recommendation number two. CLT:VH

*72-97*  
62 JUN 27 1958

*6/12*  
12 JUN 24 1958

ONE

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TAMM

DATE: 5-28-58

FROM : R. C. Anderson

SUBJECT: SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION (SAMBA) SALARY INCREASES

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

You will recall that salaries paid to Samba employees in the past have been increased when general salary increases have been given to Federal employees. It appears reasonably certain that a salary increase retroactive to early January will be voted for Federal employees in the near future. It is felt that we should follow our previous policy and afford Samba employees the same percentage increase with the same provisions as are enacted for Federal employees.

For your information, total salaries exclusive of Mr. Beebe (who operates on a contract) at present are \$28,470.00 annually.

RECOMMENDATION:

Approval to increase salaries of Samba employees in accordance with percentage and retroactive features of any Federal legislation which may be enacted.

ADDENDUM: The Executive Conference on 6/4/58, with Messrs. Tolson, Rosen, Belmont, Sizoo, Clayton, Parsons, Trotter and Tamm, being present considered the above matter and unanimously recommended that SAMBA employees be granted raises consistent with the Federal employees' raises.

RCA:mhm  
(2)

166-2554-  
NOT RECORDED  
169 JUN 27 1958

323013  
7/22/92 SP-5 [Signature]

ORIGINAL FILED IN 94-39518-233

*Samba payment*  
*new from Jan 6*  
*Total amt of retroactive*  
*checks. 6/20/58*  
*known authorized & drawn*  
*6/15/58 1,229.00*  
*6/20/58*

JUN 20 1958  
[Stamp and signatures]



7/24/58

Mr. Tolson

The Executives Conference

REPORT WRITING REGULATIONS  
AND PROCEDURES: ELIMINATION  
OF ADMINISTRATIVE DETAIL

The Executives Conference on 7/23/58, with Messrs. Tolson, Clayton, Parsons, Trotter, Holloman, Nease, Rosen, Belmont, Mohr and Fletcher being present, considered a suggestion that a study be made of the reporting system and administrative procedures which are involved in the preparation of Bureau communications for the purpose of developing a uniform reporting system applicable to all types of investigative matters and to eliminate such administrative detail as is possible. This suggestion was prompted by the fact that throughout the past several years modifications and exceptions to the over-all reporting rules have been made in individual case classifications and it has become difficult for Special Agent personnel to prepare communications particularly investigative reports without considerable study of existing rules and regulations and instructions to be certain that the communication being prepared agrees with the existing instructions applicable to the particular classification.

The Conference unanimously recommended that such a study as suggested be made; that representatives of the Investigative Division, the Training and Inspection Division, the Administrative Division and the Records and Communications Division make up the study group and submit their recommendations by September 1, 1958. With your approval the Training and Inspection Division will immediately initiate this study and will submit recommendations with the approval of the divisions above-named by September 1, 1958.

- 1 - Mr. Belmont
- 1 - Mr. Rosen
- 1 - Mr. Mohr
- 1 - Mr. Nease
- 1 - Mr. Clayton
- 1 - Mr. Tamm

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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EX-124  
7/24/58

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59 AUG 4 1958

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TROTTER *cts.*

DATE: *August 23/58*

FROM : C. A. HARRIS *CAH*

SUBJECT: *Executive Conference*  
SURVEY RE COMBINING TYPISTS AND READERS IN SAME UNIT  
FINGERPRINT CORRESPONDENCE SECTION  
IDENTIFICATION DIVISION

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

The Fingerprint Correspondence Section (FPCS), Identification Division, has approximately 423 employees consisting primarily of typists and readers. Their job is to prepare replies to fingerprint cards and correspondence received from agencies entitled to identification records.

Since 6/18/58, the section has been functioning with an average of 16 typists and 6 readers in each "Preliminary" Unit and 10 typists and 5 readers in each "Advanced" Unit. (Ratio of typists to readers in Advanced Units only 2-to-1 because advanced readers also review work of correspondence typists who will continue as a separate group rather than be integrated.)

Between 12/1/57 and 6/18/58, we worked with several such units on a limited experimental basis. The favorable progress made was summarized in my memoranda to you dated 4/21/58 and 6/2/58. As you know, a final evaluation was to be submitted about 8/15/58.

It is felt that we can render such an evaluation now, and our recommendation is that we adopt permanently the practice of combining typists and readers in the same unit.

The advantages to such a system are many; i.e., (1) work moves faster through the section because it is typed and read in the same unit and this saves routing and sorting time, (2) errors are corrected on the spot, and this helps clear "old dates," (3) employees see all errors promptly which benefits them because misunderstandings can be cleared up before the same error is repeated, (4) immediate supervisors review all errors which puts them in a better position to evaluate employees' progress and give additional aid where needed, (5) morale is higher; employees like being part of a team rather than "lost" in a large pool; as one employee expressed it, "I feel more like an individual than a machine," (6) work is more evenly distributed and constantly on hand since a routing clerk in each unit gives out the work when supervisor is engaged in other official business or is temporarily absent from her desk, (7) there appears to be some degree of competition between units to excel in the quantity and quality of their work which assists us in obtaining our over-all objective rendering best service possible to all contributors, (8) readers are readily available to type when reading work is light, and/or work to be typed is heavy, (9) keeps supervisors alert and on their toes by changing work conditions.

CAH:rwv

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ORIGINAL COPY FILED IN 163-1-1258

Memorandum to Mr. Trotter

7/23/58

A sampling of typists, readers and supervisors disclosed almost unanimous acclaim for continuing the present system. One hundred and seventy-one employees were contacted. Only six objections were raised, and these fell into two categories: (1) too much noise, (2) more difficult to obtain annual leave. With regard to the noise, it is believed this condition will lessen when we "spread out." At the moment, because of the location of electrical outlets, we had to place the units close together to accommodate all electric typewriters. (More outlets will be requested.) With regard to annual leave, the employee who made a specific issue of this was a reader who stated she wanted to take an afternoon off to go to a baseball game and because the leave schedule was full and there was work to be done, her request was refused. We follow the ten per cent rule in the Identification Division in granting annual leave except for holidays when we are more lenient. Naturally, 10 percent of 5 or 6 readers permits only one reader per unit to be absent, whereas 10 per cent of a large group under the old system would permit more absentees. The difference between either system is not great and if annual leave becomes a problem, it can probably be solved by temporarily shifting employees from one unit to another.

The hourly production of "Preliminary" Typists and Readers and "Advanced" Typists showed a definite increase under the new system but other factors such as less turnover, fewer students, daily receipts and work flow may have attributed to this. Advanced reading decreased slightly.

Fewer errors have occurred since the new system has been in effect. Possibly, this is because employees take more pride in their work knowing that all errors will be reviewed by supervisors rather than spot checked.

Electrical outlets to properly equip the section for the most satisfactory physical arrangement, if we continue typists and readers in the same unit, will be approximately \$2,000. It is felt this expenditure should be made since it will easily be absorbed over a period of time by increased efficiency, higher morale and other advantages set forth in this memorandum.

RECOMMENDATIONS:

1. That the system of placing typists and readers in the same unit in the Fingerprint Correspondence Section, Identification Division, be adopted on a permanent basis.
2. That the Identification Division be authorized to spend the necessary money for additional electrical outlets.

**ADDENDUM July 23, 1958:**

On 7-23-58, the Executives Conference consisting of Messrs. Tolson, Holloman, Fletcher, Clayton, Parsons, Mohr, Rosen, Belmont, Nease and Trotter considered the foregoing and unanimously recommended that the Fingerprint Correspondence Section of the Identification Division continue to operate 100% on the "unit" system as detailed in this memorandum. The necessary expenditure for the electrical outlets was also approved. Ident will draw up necessary floor plans and arrange to have the electrical outlet work completed. CLT:VH

*b.h.S.*

*V. K. [unclear]  
7/24*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 7/22/58

FROM : The Executives Conference

SUBJECT: FORM BOOK  
LEGAL ATTACHES' OFFICE

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Nease	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

*ansbar*  
*V.*

The Executives Conference on 7/21/58, with Messrs. Tolson, Holloman, Mohr, Trotter, Parsons, Clayton, Belmont, Rosen, Nease and Tamm being present, considered a suggestion submitted by Inspector Lee O. Teague, as a result of his survey of the foreign offices that the requirement for Legal Attaches to retain a complete form book be eliminated.

He pointed out that Legal Attaches' offices have a copy of all of the forms and retain a form book. The forms primarily apply to domestic field offices and not the Legal Attaches' offices. The elimination of the requirement that Legal Attaches maintain a complete form book would reduce the amount of clerical work.

The conference unanimously recommends that Legal Attaches not be required to retain a complete form book but only retain those forms which are necessary to the work of their office.

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*Noted by James L. ... 7/21/58*

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117 AUG 1 1958

- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. Clayton
- 1 - Mr. Tamm

24 AUG 1 1958

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*Two ...*

57 AUG 5 1958

J. Edgar Hoover  
W. A. Rorer  
L. B. Nichols  
C. L. Tolson

Tolson

7/22/58

The Executives Conference

DESTRUCTION OF SAC LETTERS  
IN LEGAL ATTACHES' OFFICES

The Executives Conference on 7/21/58, with Messrs. Tolson, Holloman, Mohr, Trotter, Parsons, Clayton, Belmont, Rosen, Nease and Tamm being present, considered a suggestion submitted by Inspector Lee O. Teague that Legal Attaches be permitted to destroy SAC Letters after office personnel have read the SAC Letter and it does not apply to foreign work or general Bureau policy.

It was pointed out that present requirements are that SAC Letters be retained for a period of three years. It is further noted that many of the SAC Letters do not apply to work in the foreign offices. While it is important that each Legal Attache receive the SAC Letters so that he and his personnel may keep abreast of Bureau instructions and regulations, because of limited space, they should not have to retain them. Of course, proper accountability for receipt and destruction of SAC Letters would have to be made.

The Conference unanimously recommends that Legal Attaches be permitted to destroy SAC Letters after office personnel have read the SAC Letter and the SAC Letter does not apply to foreign work or general Bureau policy. If you approved appropriate instructions will be issued.

O.K.  
H

- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. Clayton
- 1 - Mr. Tamm

EX-135

REC-10

66-2554-1266

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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67 AUG 5 1958

Mr. Tolson

7/22/58

The Executives Conference

FORM BOOK  
LEGAL ATTACHES' OFFICE

The Executives Conference on 7/21/58, with Messrs. Tolson, Holloman, Mohr, Trotter, Parsons, Clayton, Belmont, Rosen, Nease and Tamm being present, considered a suggestion submitted by Inspector Lee O. Teague, as a result of his survey of the foreign offices, that the requirement for Legal Attaches to retain a complete form book be eliminated.

He pointed out that Legal Attaches' offices have a copy of all of the forms and retain a form book. The forms primarily apply to domestic field offices and not the Legal Attaches' offices. The elimination of the requirement that Legal Attaches maintain a complete form book would reduce the amount of clerical work.

The conference unanimously recommends that Legal Attaches not be required to retain a complete form book but only retain those forms which are necessary to the work of their office.

- Mr. Belmont
- Mr. Mohr
- Mr. Clayton
- Mr. Tamm

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66-2554-12633

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- Tolson
- Nichols
- Boardman
- Belmont
- Mohr
- Parsons
- Rosen
- Tamm
- Trotter
- Nease
- Tele. Room
- Holloman
- Gandy

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52 AUG 5 1958

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50 AUG 7 1958

Mr. Tolson

7/22/58

The Executives Conference

REPRODUCTION OF MATERIAL  
LEGAL ATTACHES' OFFICES

The Executives Conference on 7/21/58, with Messrs. Tolson, Holloman, Mohr, Trotter, Parsons, Clayton, Belmont, Rosen, Nease and Tamm being present, considered a recommendation by Inspector Teague that each Legal Attaches' should have a Thermofax-type machine for the reproduction of material. He pointed out that on several occasions our employees find it necessary to reproduce some document on very short notice and have to go to another United States Government Agency to use their machine. It is further noted that some of the material is of a highly confidential nature and we should not allow anyone outside our office to know that it is being reproduced.

The cost of these machines is approximately \$300.

The Conference unanimously recommends that those Legal Attaches' Offices that do not have this type of reproduction machine be provided with one when funds are available. It is noted that there are 8 offices which do not have this type machine.

- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. Clayton
- 1 - Mr. Tamm

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- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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66-2554-12 664



Mr. Tolson

July 22, 1958

The Executives Conference

TRAINING FOR CLERICAL EMPLOYEES FROM FOREIGN OFFICES WHO ARE IN UNITED STATES ON HOME LEAVE

The Executives Conference on 7/21/58, with Messrs. Tolson, Trotter, Parsons, Clayton, Belmont, Rosen, Nease and Tamm being present, considered a suggestion submitted by Inspector Lee O. Teague as a result of his inspection of six of the foreign offices.

Inspector Teague recommends that clerical employees from foreign offices coming to the United States on home leave who have not had prior on-the-job Chief Clerk training be given two weeks of such training. Inspector also suggested that all clerical employees being designated for assignment to a foreign post should be required to have at least two weeks' training in the Chief Clerk's Office before assignment to a foreign office.

This suggestion was made because the Inspector noted that one of the principal deficiencies in our foreign offices related to administrative functions and that many of these delinquencies resulted from a lack of prior experience in Chief Clerk work. The training to be given to clerical employees of this type should be given either at the Washington Field Office or if their home leave is being taken in the headquarters city of another field office, they would be given that training in that office.

The Conference unanimously recommends approval of this suggestion.

- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. Clayton
- 1 - Mr. Tamm

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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DATE 7/22/92 BY SP-Scj/deg

Mr. Tolson

September 11, 1958

The Executives Conference

LATENT FINGERPRINT EXAMINATIONS  
LATENT FINGERPRINT SECTION  
IDENTIFICATION DIVISION

On 9-3-58 the Executives Conference consisting of Messrs. Tolson, Holloman, Tamm, Rosen, Clayton, Parsons, Belmont, Nease, Mohr and Trotter considered the Bureau's policy concerning the examination of latent fingerprint evidence. Such consideration stemmed from the Director's instructions that he wanted our policy on this re-evaluated.

Trotter presented to the Conference the question of whether the Bureau should continue to make confirmatory type examinations of latent fingerprint evidence where such evidence had already been previously examined to some degree by local law enforcement identification officers. The Executives Conference in 1946 and 1947 previously considered the same problem.

JACK N. ANDERSON CASE

Instant scrutiny was precipitated by the recent incident involving a confirmatory type examination made by the Bureau for the Washington, D. C., Police Department in the case concerning Jack N. Anderson (Drew Pearson's leg man). Anderson's latent fingerprint had been allegedly found on a package of records in the room of Bernard Goldfine's secretary at the Sheraton Carlton Hotel. The Washington Police developed this latent fingerprint and Lieutenant [redacted] Identification Officer, brought it to the Bureau's Identification Division on 8-15-58 at the request of his superiors who desired that the Bureau confirm [redacted] identification. [redacted] was advised that his identification of the latent was a good one. This advice was furnished [redacted] before Bureau clearance was obtained.

b6  
b7c

Trotter pointed out to the Conference that in a case of such import the proper procedure should have been for the Identification Division to first secure Bureau clearance before such advice was furnished to the Washington Police. He cited previous cases of similar import wherein this procedure had been followed and pointed out that this was the logical and common-sense approach in a situation such as this. Trotter further pointed out that our latent fingerprint

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Clayton \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

- 1 - Mr. Tamm
- 1 - Mr. Clayton

REC-34

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b.h.d.

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DATE 7/22/92 BY SP3W/mj

Memorandum for Mr. Tolson

examiners have again been instructed in this procedure; namely, that in important and controversial type cases the Director and Mr. Tolson should be first informed and pass on our recommendations as to whether the results of such examinations are to be furnished to local law enforcement agencies.

### PROCESSING OF LATENT FINGERPRINT EVIDENCE

Trotter advised the Conference that in practically every instance where we received latent fingerprint evidence from local law enforcement authorities, some degree of processing and examination had previously occurred. Because of the very nature of latent fingerprints, these are hidden and must be developed either by chemical means or by dusting with powder. After this, they must be photographed and lifted on tape. Once the latent has been developed, the next logical step is to examine the impression to determine if sufficient ridge detail is present upon which an identification might be based. Depending upon the experience of the identification officer, the amount of available ridge detail will control whether or not that particular identification officer will or will not undertake further examination to effect an identification with a suspect's known fingerprints. In other words, an ident man of long experience may undertake a latent comparison of obvious greater difficulty than an ident man of lesser experience.

Trotter further pointed out to the Conference that, as previously acknowledged by the Executives Conference in 1946, fingerprint identification is a positive science. While it is true that this type of expert testimony is still in the opinion category, nonetheless, the expert's findings are so conclusive as to be considered by the courts as one of the most positive law enforcement scientific aids. In this respect, therefore, it differs with some of the other types of scientific expert testimony wherein there may be room for more latitude and controversy.

Illustrative of the Bureau's pre-eminent position in the field of latent fingerprint examination and expert court testimony, in all the history of the Bureau's Identification Division there has never been a single case wherein an expert for the defense has taken the stand and testified exactly contra to the findings of a Bureau's latent fingerprint expert. In other words, when our experts have testified as to a latent fingerprint identification, on no occasion has direct testimony ever been attempted to refute the positive findings of the Bureau's latent fingerprint examiner.

Because of this, the Bureau's latent fingerprint examiners are looked upon by all of law enforcement and by practically every court in the country as the final authority on latent fingerprint matters. As a matter of fact, there is

Memorandum for Mr. Tolson

ample evidence that this reputation has even extended to most of the world countries. When a local identification officer, therefore, is unable to progress further in his latent comparison, or when his superior desires to be absolutely certain of the conclusions drawn by the local identification officer, the Bureau frequently receives requests for such confirmatory type of examination as was made in instant case. (I understand that the Chief of Detectives of the Washington Police Department instructed [redacted] to bring Anderson's print over here for our examination.)

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Trotter further pointed out that not only does the Bureau's latent fingerprint reputation and authority extend through the ranks of the police departments, but on several occasions in the past several years the United States District Court here in Washington, D. C., has openly acknowledged the conclusive and final authority of the Bureau's latent fingerprint experts. This has occurred in two or three instances in the past five years wherein a District Court judge, after hearing testimony of the Washington, D. C., police identification expert, will inquire as to whether the FBI's latent fingerprint expert has also examined the latent fingerprint at issue in the case. When such has occurred and we have not examined the latent fingerprint the judge has suspended trial proceedings and instructed the United States Attorney to have the FBI examine the latent fingerprint immediately and report our findings to the court. This we have done.

The Conference was further advised that in no instance will the Bureau's latent fingerprint expert appear locally to testify to the same type of testimony as given by a local fingerprint expert. This, of course, avoids duplication. As a matter of fact, in every communication that we dispatch setting forth our findings on a latent fingerprint identification, such a stipulation is expressly set forth in our report.

#### CONFERENCE ACTION

Trotter recommended to the Conference that in view of the very positive nature of latent fingerprint evidence and in view of the Bureau's pre-eminent position in the field of latent fingerprint examinations and, further, as a continuing aid to local law enforcement agencies, that the Bureau continue the policy of rendering latent fingerprint service in cases of both original and confirmatory type examinations. Of course, in those instances where by the very nature of the case the circumstances are controversial, or are of outstanding importance (such as the Anderson case), the Identification Division should very definitely clear the results of its examination with the Bureau before advising the local authorities. The Conference voted unanimously for this proposal.

Pending the Director's desires, reinstatement of this policy is being held in abeyance.

Mr. Tolson.

9-11-58

The Executives Conference

~~PROPOSED DESTRUCTION OF "NO RECORD"~~  
LOYALTY OF GOVERNMENT EMPLOYEES AND  
SECURITY OF GOVERNMENT EMPLOYEES FORMS

On 9-8-58 the Executives Conference again considered the suggestion of Mr. Nease that 7,500,408 "no record" Loyalty of Government Employees and Security of Government Employees forms maintained by the Records Branch be destroyed. This matter was last considered by the conference on 1-15-58 at which time they were of the opinion that we should continue to maintain these forms pending the adjournment of Congress. It was pointed out that Congress might conceivably pass another Loyalty Bill which would have a bearing upon the need for these forms. Congress adjourned without passing a new Loyalty measure.

Under the provisions of Executive Order 9835, 3-21-47, superseded by Executive Order 10450 effective 5-27-53, the Bureau receives copies of Security of Government Employees forms for the purpose of conducting name searches. Two copies of each form are forwarded by the Civil Service Commission. Upon completion of the file search, one copy is stamped "No Derogatory Data" if there is no identifiable data and returned to the Civil Service Commission for subsequent forwarding to the submitting agency. It is understood most of the agencies retain these in the personnel folders of the employees involved. The remaining copy is retained by the Bureau and filed in alphabetical sequence. The estimated cost for retention of this material is \$35,774.54 annually plus the cost of approximately 150 file cabinets housing the existing accumulation and the file room space occupied by them. Infrequent searches are made of these forms to check on former submissions. Very few identifications of any value are made. We are currently receiving an average of 22,726 forms per month.

There is no legal requirement for the Bureau to maintain these "no record" forms. The retention of the material is based upon interpretation of the Executive Order 9835 by former Attorney General Tom C. Clark who in June, 1948, noted, "Edgar, I think we should insist that an index be kept of Government employees. Then

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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(6)

Enclosure

1 - Mr. Tamm

1 - Mr. Clayton

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DATE 7-27-92 BY SP5 c/deg

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EX-108

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Executive Conference Memorandum

9-11-58

Proposed Destruction of "No Record"  
Loyalty of Government Employees and  
Security of Government Employees Forms

when a new organization is placed on list, you could check its membership--if you do not have membership lists, we could secure same through subpoena." The Attorney General had in mind checking the "No Record" Loyalty Forms against membership lists of organizations then being added periodically to the Attorney General's list of designated organizations. As a practical matter, membership lists of newly designated organizations have never been subpoenaed for this purpose.

Section Two, Executive Order 10450, provides that "the head of each department and agency of the Government shall be responsible for establishing and maintaining within his department or agency an effective program to insure that the employment and retention in employment of any civilian officer or employee within the department or agency is clearly consistent with the interests of national security." It is clear from this terminology that responsibility is definitely fixed with each department or agency to insure suitability of personnel for employment. "Suitability" under this second order was also broadened to encompass not only membership in designated organizations but also to include such factors as dishonesty, immorality, habitual use of intoxicants, drug addiction, etc. On our initial name and fingerprint check we appropriately cover all these matters, but there is no continuing responsibility under either Executive Order to maintain an index of Government employees and applicants in order to periodically check it for this type of information.

It was the unanimous opinion of the Conference that these "no record" Loyalty of Government Employees and Security of Government Employees forms be destroyed. However, inasmuch as retention of this material is based on a decision by former Attorney General Clark, it is believed that written permission for destruction should be obtained from the present Attorney General. Accordingly, a proposed memorandum for the Attorney General is attached.

OK  
H

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 9/10/58

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: INTERSTATE TRANSPORTATION OF  
OBSCENE MATTERS

Tolson	_____
Boardman	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

The Conference considered (a) the present policy with reference to accepting on a liaison basis information furnished by the Copyright Office of the Library of Congress, in cases where the complaint indicates there possibly is obscene literature involved, and (b) that someone in Mr. Nease's office contact appropriate officials of the Washington Star and orally advise them of the background concerning the handling of such matters on a referral basis.

RECOMMENDATION

1. The Conference unanimously recommended that our present policy be changed. In the future we will not accept information on a liaison basis from the Copyright Office of the Library of Congress concerning books and literature where the Library of Congress is of the belief that the material involved might possibly be obscene. (Our present policy is to receive such material when there is an indication of a Federal violation within our jurisdiction and we transmit it to the Criminal Division of the Department. They have to make a decision as to whether the material is obscene or not. If it is obscene, they also will have to recommend whether they desire to proceed with prosecution. If their decision appears to be improper, we have the last clear chance to oppose it if justified. We do not institute any investigations in these cases on the basis of the U. S. Attorney. The Department must decide in each case as to whether the material is obscene.)

523 013  
 10-10-58  
 RE: INTERSTATE TRANSPORTATION OF OBSCENE MATTERS  
 DATE: 9/22/58  
 BY: J.S.E. / Jky

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The question of obscenity is one which has to be resolved either by the U. S. Attorney or the Department. At the present time we are receiving such information on a liaison basis from the Library of Congress and where there is no indication of a Federal violation; namely, the material has not been mailed or has not been transported in interstate commerce, we refer it to the Metropolitan Police Department. In the future we will not receive such information on a referral basis. We will advise the Copyright Office of the Library of Congress that inasmuch

- 1 - Mr. Tamm
- 1 - Mr. Clayton

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Memorandum for Mr. Tolson

as the question involved is a determination as to whether the material is obscene or not, this is a matter which should be taken up directly by them with the U. S. Attorney.

There is no need to advise the Criminal Division of the Department of this action. It is the responsibility of the U. S. Attorney to take such matters up with the Department if he deems it desirable to do so. This is a determination which the U. S. Attorney's Office will have to make. Inasmuch as we will not handle any of the material nor accept any of it on a referral basis, there is no need to advise the Criminal Division of this action.

Heretofore we have been accepting it and sending it to the Criminal Division where there appeared to be a matter within our jurisdiction. In the future we will not do so.

2. With reference to advising the Washington Star, there does not appear to be any purpose which will be served by further discussing this with them; consequently, no contact will be made with this paper explaining our jurisdiction and the proper discharge of our responsibilities and that the FBI does not act as a censor in such matters.

The Executives Conference unanimously approved the above recommendations. Those in attendance were Messrs. Tolson, Holloman, Nease, Quinn Tamm, Rosen, Belmont, Conrad, Trotter and Mohr.

If approved, appropriate instructions will be issued to the Washington Field Office.



4-312 (1-23-56)

DATE OF MAIL 10-2-58

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC INTELLIGENCE DIVISION.

SEE FILE 66-2554-7530 FOR AUTHORITY.

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DATE 7-22-92 BY SP5W/BJG

SUBJECT

JUNE MAIL

*The Executives Conference*

REMOVED BY 61 OCT 9 1958

FILE NUMBER 66-2554-12669

PERMANENT SERIAL CHARGEOUT

- Mr. Tolson \_\_\_\_\_
- Mr. Belmont \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Nease \_\_\_\_\_
- Mr. Parsons \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tamm \_\_\_\_\_
- Mr. Trotter \_\_\_\_\_
- Mr. W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Holloman \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

**THE DIRECTOR**

10/11/58

**THE EXECUTIVES CONFERENCE**

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 ALL INFORMATION CONTAINED  
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 DATE 7/22/92 BY SP-3/CL/STP

The Executives Conference consisting of Messrs. Tolson, Holloman, Nease, Tamm, Rosen, Belmont, Clayton, Conrad, Trotter and Mohr, considered an automobile accident which occurred on September 12, 1951, involving a Bureau car driven by Special Agent Robert C. Haines on official business while assigned to the Springfield Division. Haines is now assigned to the New York Division.

It was pointed out to the Conference that the Executives Conference on November 26, 1951, considered Special Agent Haines' responsibility in connection with the accident of September 12, 1951, which involved damage to the Bureau car in the amount of about \$800, and at the same time considered Haines' involvement in another accident in a Bureau car which occurred on October 6, 1951, where the estimated damage ranged from between \$572 to \$900. The accident of October 6, 1951 occurred when Agent Haines came over the crest of a hill, observed a tractor pulling a farm implement in front of him and at the same time Haines crossed some railroad tracks as he applied his brakes. He could not pass the tractor because of oncoming cars. He was traveling at a speed not exceeding 35 miles per hour at the time he applied his brakes. According to the investigating police officer, it rained shortly before the accident, the spot in the road was an extremely slippery one when wet due to an unusual asphalt condition and the officer concluded it would not be unusual for the car to skid in the manner in which it did, subsequently hitting a concrete abutment on the right of the highway.

Messrs. Tracy and Parsons, the minority, felt that Agent Haines should be held responsible for the damages to the Bureau car in the accident of October 6, 1951. The entire conference agreed that Agent Haines should not be held responsible for the accident of September 12, 1951, the details of which will be set out hereafter. Mr. Tolson wrote on this Executives Conference memorandum, "I recommend the Agent pay one-half the damage" and the Director noted that he shared the majority view, namely that Agent Haines not be held responsible for either of the accidents.

**FACTS OF ACCIDENT OF SEPTEMBER 12, 1951**

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Special Agent Haines was proceeding south on Highway 127 behind a junk truck driven by the third party, Ralph Blunt, at about 45 mph in an unrestricted speed zone. He accelerated to 50-55 mph in an effort to pass the third party and before completely over the passing line, the right front wheel of the Bureau car sustained a sudden shock, throwing the car into the left rear of the junk truck. The

- Tolson \_\_\_\_\_
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- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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1 - Mr. Tamm  
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shock was apparently due to the Bureau car striking a piece of junk suspected of falling from the third party's truck, although this was not conclusively established. The junk starter housing was found on highway near the point of impact. The State Police Investigating Officer concluded from the skid marks that the right front wheel of the Bureau car locked as a result of a mechanical failure or striking some object on the highway. It was also concluded the right tire had blown out prior to the impact. The Laboratory is of the opinion the puncture in the tire and tube on the Bureau car could have been caused by a protruding post on junk starter housing but could not definitely conclude that tire and starter housing had come in contact with each other. Special Agent Haines was not covered by insurance at the time.

#### SUIT AGAINST SA HAINES FOR ACCIDENT OF SEPTEMBER 12, 1951

The third party, Blunt, died subsequent to the accident not as a result of injuries sustained. The Administrator of Blunt's estate filed suit in the amount of \$2950 against Haines on September 10, 1953, in the Circuit Court, Clinton County, Illinois. No suit was filed against the Government. The case went to trial on May 19, 1958. Agent Haines was defended by the United States Attorney and a judgment was rendered against Haines. The judgment in the amount of \$2000, plus court costs, was reached primarily on testimony of a surprise witness, Herbert Madden, for the plaintiff.

Madden testified he was driving in the same direction as the plaintiff and Special Agent Haines passed him while traveling about 55 mph (in unrestricted speed zone), then returned to the right lane and started to pull out to pass the plaintiff's truck. A Butane gas truck approached from the opposite direction preventing Haines from passing plaintiff's truck and Haines was forced to pull back into the right lane and in doing so struck the rear of the plaintiff's truck. Madden testified the Bureau car went off the left of the highway after accident and the junk truck went off the right. Madden testified he stopped at the accident scene for a "very short time," did not give his name to anyone or to any law enforcement officer and had not been contacted or talked to regarding the accident until "he was contacted by the plaintiff's attorney three weeks before the trial."

Special Agent Haines was precluded from testifying under the so-called Illinois Dead Man Act and therefore was not able to refute testimony of Madden in court. Bill Lincoln testified he was Butane truck driver and was on Highway 127 in the area of the accident but did not see the collision. He testified he was driving south in the same direction as the Bureau car and the junk truck and that no other Butane truck passed him from the opposite direction.

#### ADDITIONAL DEVELOPMENTS

On August 6, 1958, the SAC of the New York Office where Special Agent Haines is now assigned, suggested that the Bureau make further inquiry into the

matter since evidence of Madden was in direct conflict with information furnished by Agent Haines and Bill Lincoln, the Butane truck driver and the entire picture cast considerable doubt on the veracity of Madden's testimony.

As a result of this communication, the Springfield Division was requested to conduct further investigation of the matter and this investigation developed facts indicating that Madden was in the vicinity of the accident working in the oil fields on the day it occurred. The investigation circumstantially proved that Madden had lied and that his testimony was in error in many substantial respects. The investigation reflected there was only one Butane truck in the vicinity and that was the Butane truck being driven by Bill Lincoln who testified he was going in the same direction as the Agent. Photographs in the possession of the Bureau reflect that the accident happened on a two-lane highway with an unobstructed view, on level ground and that the actions of Special Agent Haines were not indicative of any kind of negligence. One photograph clearly reflects a short skid mark in the left or the passing lane which was being used by Special Agent Haines, which the experts have concluded was caused by a flat tire prior to the accident occurring. In other words, it definitely appears that the right front tire of Agent Haines' car went flat causing the car to swerve to the right and into the left rear fender of Blunt's truck.

It would appear that a miscarriage of justice has occurred and that Agent Haines will be required to pay in state court a \$2000 judgment and court costs for an automobile accident in which the Bureau had already exonerated him of blame.

It is noted by memorandum dated June 20, 1958, it was recommended that we request the Department to initiate the necessary legislation for the relief of Special Agent Haines and this recommendation was not approved when Mr. Tolson stated he felt that Agent Haines was partially responsible and was driving too fast. The Director concurred in Mr. Tolson's observations.

The Administrative Division has discussed this case with representatives in the Tort Claims Section in the Department and they feel that this is a typical type of case where a private relief bill should be sought. The Department indicated they would be happy to initiate the action to have a special bill introduced in Congress asking for relief for Special Agent Haines as a result of the judgment rendered against him. Without directly so stating, representatives in the Department indicated they felt an appeal could not be taken in the state court on the judgment against Agent Haines and it appears that the United States Attorney's Office did not do too vigorous a job of defending Special Agent Haines. Certainly a better job could have been done on cross examination to impeach the credibility of the surprise witness, Madden, who testified in court that his first contact with the plaintiff's attorney occurred three weeks before the case went to trial, in other words seven years

after the accident happened. It was also pointed out to the Conference that there appears to have been some dereliction on the part of the United States Attorney's Office in Springfield in not promptly requesting the removal of the case against Haines from the state court to a federal court. It should be borne in mind, however, that there have been a number of Assistant United States Attorneys who have handled this case in Springfield over the intervening years.

Special Agent Haines entered on duty in the Bureau on January 22, 1951 and is presently in Grade GS 12, \$3570 per annum. He is 36 years of age, married and has three children. His services have been satisfactory and he was rated Excellent on his 1958 annual performance rating.

#### RECOMMENDATIONS

Mr. Conrad recommends that a collection be taken up among the Special Agents of the Bureau to pay the \$2000 judgment plus court costs against Agent Haines. The remainder of the Conference was opposed to such action because it would set an undesirable collection-type precedent in these automobile accident cases.

Mr. Tolson recommends that Special Agent Haines be required to pay the \$2000 judgment plus court costs since he still feels that Agent Haines was driving too fast at the time the accident occurred. It should be borne in mind that the truck was going about 30 mph on a highway in open country and Agent Haines furnished information that he had accelerated to 50 or 55 mph in order to pass the truck, this being a normal driving procedure since any operator of a passenger vehicle desires to pass another vehicle, particularly on a two-lane highway, as promptly as possible so that he is not caught in the passing position if an oncoming car should approach.

The remainder of the Conference recommended that the Bureau request the Department to initiate a special bill seeking relief for Special Agent Haines to cover the amount of the judgment of \$2000 plus court costs. If this recommendation is approved, the Administrative Division will ascertain the exact cost of the trial so it can be furnished to the Department with the amount of the judgment.

*L. Shaw Tolson's  
view*

*H*

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson

9/23/58

Executives Conference

REPORT WRITING REGULATIONS AND PROCEDURES; ELIMINATION OF ADMINISTRATIVE DETAIL

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/22/92 BY SP5/ce/ky

On 7/23/58, the Executives Conference recommended, and the Director approved, that a study be made of our reporting system and the administrative procedures involved. A committee made up of representatives from all of the divisions and headed by Inspector Howard B. Fletcher of the Training and Inspection Division completed this study and submitted a draft of proposed rules and regulations for approval.

Under current reporting procedures, three different documents may be involved when results of investigation are reported: (1) investigative reports; (2) letterhead memoranda; (3) cover letters. All are individually processed for filing.

Reports have a cover sheet (form FD-263\* which serves as page 1). This sheet contains information as to office of origin, title, date, period for which made, character; synopsis, status, file number, name of reporting Agent, identity of submitting field office, and designation of copies. The "details" of the report contain in narrative form a statement of essential pertinent facts arranged in proper sequence. In addition to narration of facts obtained through interview with individuals, the details of report include information on such matters as prosecutive action, opinion of U. S. Attorney, descriptions of subjects and victims, identification records, results of laboratory examinations, and similar items of pertinent informative character.

To facilitate compliance with the Jencks decision and the Jencks Bill, information which could become testimony is reported in an interview report form (FD-302) information developed by a Special Agent which could become testimony is recorded in a memorandum on form SF-64, and certain record information furnished on a confidential basis pending issuance of a subpoena duces tecum is reported in a letterhead memorandum. Copies of the interview report form and the memorandum form SF-64 are utilized as pages in the investigative reports. The use of these two forms makes it possible to produce in court in a separate document the information furnished by a testifying witness, the production of an entire investigative report thus being unnecessary. T symbols are utilized in reporting information in applicant and security-type cases when it is necessary to conceal and protect Bureau sources. Reports in these matters have a dual purpose; (1) the development of information to be utilized for prosecution or administrative consideration, and (2) the development of information which could be used advantageously.

1 - Mr. Clayton  
1 - Mr. Tamm  
Enclosures (5)  
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OCT 23 1958

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**Executives Conference Memorandum**  
**Re: REPORT WRITING**

from an informative or intelligence standpoint. In criminal and civil-type cases, T symbols are not authorized because the investigative report does not have this dual purpose. The information is reported for the purpose of determining whether prosecution is proper. Evaluation of the reliability of the sources concealed by T symbols is recorded on letterhead memorandum form.\* Administrative material, such as leads, references, identities of informants, reasons for classification of report as "top secret" or "secret," and similar miscellaneous administrative data, is set up in cover letters to investigative reports.

The proposed regulations provide for the elimination of the cover letters for reports substituting cover pages which will contain the administrative data now set out in the cover letters. The first cover page will be the present cover sheet of reports (FD-263). Since this form contains administrative data designed for the Bureau's use to facilitate (1) clerical processing and (2) supervision, it should not be disseminated to outside agencies. The cover pages will be assembled in one package. The first page of the investigative report will be a revision of the present form FD-204.\* The revised form will have headings designed to facilitate the dissemination of reports to outside agencies, to reflect the name of the employee preparing the report, his office of assignment, the date of the report, the office file number, the Bureau file number if available, title and character of the case, and a synopsis. Subsequent pages of the investigative report will be devoted to the details. To facilitate processing and filing, the cover pages instead of being sent through as a separate communication will be stapled to the investigative reports. The letterhead memorandum setting forth the evaluation of the reliability of the T symbol sources of information will likewise be stapled to the individual copies of the investigative reports rather than sent through as an individual communication. In this respect, they are similar to cover pages.

Under the proposed regulations, we will utilize the interview report form (FD-302) and the memorandum form SF-64 as in the past. Memorandum form SF-64 will be used to record information of record confidentially obtained pending the issuance of subpoena duces tecum instead of letterhead memorandum which is now provided. The proposed rules and regulations correlate report writing rules and regulations and instructions now contained in all Bureau manuals, exceptions for individual classifications have been eliminated so far as possible, and some changes in form and assembly of reported data have been made. Matters of policy, such as those concerned with the Jencks decision, remain unchanged. The proposed regulations have been made available to the Special Agents in Charge at Washington Field, New York, Chicago, Baltimore, San Francisco, and Los Angeles. They have submitted suggestions and observations as to these regulations. These suggestions and the proposed regulations have been studied in each Division. All observations and suggestions have been resolved. Typing to clarify certain wording in the proposed regulations and to give effect to the suggestions which have been considered desirable is presently in progress.

Executives Conference Memorandum  
Re: REPORT WRITING

The Executives Conference on 9/23/58, Messrs. Tolson, McGuire, Rosen, Belmont, Clayton, Parsons, Trotter, Mohr, and Tamm, having given consideration to the suggestions offered with reference to the change in our report writing regulations and procedures, unanimously approved the adoption of the proposed rules and regulations to be effective as soon as they can be furnished to the field in the form of changes in the Manual of Rules and Regulations and the FBI Handbook.

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THE DIRECTOR

~~CONFIDENTIAL~~

September 12, 1958

THE EXECUTIVES CONFERENCE

MICROPHONES IN FIELD OFFICES

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

*Hwk*

Problem - On September 8, 1958, the Conference consisting of Messrs. Tolson, Holloman, Nease, Malone, Rosen, Belmont, Clayton, Trotter, Mohr, and Parsons, considered the instruction under which each field office maintains one conference or interview room equipped with a microphone in order that interviews may be recorded. This basic instruction has been in effect since January 26, 1958, and has been reviewed on several subsequent occasions. The Laboratory at this time proposes a No Number SAC Letter setting forth somewhat modified specifications for such installations. In many instances these microphones are presently installed in the telephone instrument, and one of the objectives is to eliminate the use of the telephone instrument even though our use in this manner is not in a strict sense a telephone tap. In addition, it is expected that the modified specifications, including the latest developments, will insure the best possible performance.

Background - In the past, interviews have been recorded on the authorization of the SAC where for one of several reasons it was desirable to have an actual recording of an interview, and the installations have been used in major criminal cases, such as the Greenleaf and Weinberger kidnaping cases, in order to insure exact transcription of statements made by subjects, and in order to provide voice recordings which could be compared to the voice of the kidnaper as heard by the victims. Recordings also have been made in security cases where the interview was extremely delicate or with a hostile individual and where it was desired to eliminate detailed note-taking. For example, in the case involving

[redacted] the interview with the subject was most delicate because the subject was a United Nations employee. It was considered essential that this interview be closely followed by administrative officials of the New York Office and this was possible through the use of a microphone-equipped interview room which permitted the officials to monitor the interview. The interview was successfully concluded without subsequent embarrassing repercussions and the subject was "fired" from the United Nations. In other important situations, such as the interview of espionage agent Jack Soble following his arrest, the use of a microphone-equipped interview room permitted New York Office officials to closely

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  - W.C. Sullivan \_\_\_\_\_
  - Tele. Room \_\_\_\_\_
  - Holloman \_\_\_\_\_
  - Gandy \_\_\_\_\_
- Mr. Tamm - 1  
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- Enclosure

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Executives Conference Memorandum to the Director  
Re: Microphones in Field Offices

~~CONFIDENTIAL~~

supervise the course of the interview and to keep the Bureau currently advised of pertinent developments that occurred without the necessity of interrupting the interview. These situations are typical of the many instances which could be cited. It should be noted here that a substantial part of the value accruing from these microphone-equipped rooms results just from the possibility of other interested persons overhearing the interviews without the necessity for interruption of the interviews, even though no actual recording of the interview is made. (X)

Legality - With respect to admissibility of evidence obtained by these installations, the Training & Inspection Division has advised that secret recording of interviews with subjects or witnesses would in general be admissible. "In light of the greater probabilities of accuracy and completeness of the recording, a defendant may as well be helped as harmed by such recording, depending upon the content and language of the entire conversation." U.S. v. Klosterman, 147 F. Supp. 843 (1957). However, it should be noted that under the Jencks decision and the Jencks Law, the Government would be required, on proper demand from the defense for prior statements, to produce the recording for inspection where the interview involved a Government witness. Disclosure of the existence of such a secret recording either on Bureau initiative or upon demand of the defense could result in unfavorable public reaction. With respect to the situation where a secret recording is made of a conversation between a subject and a witness, accuser, co-conspirator, etc., under circumstances where the participants believed they were holding a private conversation in the interview room, the Training & Inspection Division has advised that the secret recording of such a conversation either in whole or in part would most likely be held not admissible. This opinion is based upon the views expressed by certain members of the Supreme Court on related issues, as for example, in On Lee v. U. S., 343 U. S. 747 (1952). In a third category of interviews, namely, interviews conducted primarily for intelligence purposes, the question of admissibility is not the issue initially; however, an interview conducted today for intelligence purposes only may at some later time become important to the trial, and at that time the rules indicated above would cover. The detailed study made by the Training & Inspection Division is attached.

Comments - If the present recording facilities were removed, it would be possible in a matter of a few hours or overnight to install facilities for monitoring or recording an interview, but the quality of coverage would not be equal to that which could be obtained if the microphones were installed in advance on a permanent basis. It is further pointed out that in many cases, the time factor would not permit such an installation, and it is a matter of experience that the cases in which these facilities are needed most are in general the "hottest" and of greatest importance.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

**Executives Conference Memorandum to the Director  
Re: Microphones in Field Offices**

**CONFERENCE RECOMMENDATIONS:**

Messrs. Tolson, Holloman, Nease and Malone voted that in view of the present attitude of the courts and the inherent potential of criticism, the recording facilities presently in existence be removed and that installations be made for recording only in individual cases where time permits and upon Bureau approval.

Messrs. Rosen, Belmont, Clayton, Trotter, Mohr and Parsons voted that the field maintain rooms with proper facilities for recording interviews but that this be controlled by requiring Bureau approval in each individual case.

Respectfully,  
For the Conference

Clyde Tolson

~~CONFIDENTIAL~~

DATE OF MAIL 9-24-58

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC INTELLIGENCE DIVISION.

SEE FILE 66-2554-7530 FOR AUTHORITY.

323,013  
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HEREIN IS UNCLASSIFIED  
DATE 7-22-92 BY SP-5 ei/dcy

SUBJECT JUNE MAIL *Executives Conference*

REMOVED BY 61 NOV 24 1958 F396

FILE NUMBER 66-2554-12673

PERMANENT SERIAL CHARGEOUT

MR. TOLSON

11/20/58

THE EXECUTIVES CONFERENCE

\* LAW ENFORCEMENT CONFERENCES  
CALENDAR YEAR 1959

ST  
AWK

The Executives Conference on 11/19/58, with Messrs Tolson, Holloman, Edwards, Clayton, Parsons, Trotter, Sizoo, Mohr, Rosen and Tamm being present, considered the question of subject matter for law enforcement conferences for calendar year 1959. It was noted at the conference that we have been holding law enforcement conferences since 1952 at which time subject matter pertinent to Bureau's investigative jurisdiction has been discussed. These conferences have been most productive, however, most of the Bureau's criminal investigative subjects have been discussed at least twice during the course of these conferences. The subject matter at the conference should be current, interesting and topical.

The Conference unanimously recommended that consideration for the subject matter for the law enforcement conferences for calendar year 1959 be reconsidered as of March 1, 1959.

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HEREIN IS UNCLASSIFIED  
DATE 7-22-92 BY SP-5 *scipet*

1 - Mr. Tamm

1 - Mr. Clayton

QT:dps  
(5) *dp*

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

53 NOV 25 1958

EX-136

REC-72

NOV 24 1958

*JF*  
66-2554-12674

MAIL ROOM  TELETYPE UNIT

MR. TOLSON

11/20/58

THE EXECUTIVES CONFERENCE

PROPOSED FIELD FIREARMS TRAINING PROGRAM  
CALENDAR YEAR - 1959

The Executives Conference on 11/19/58, with Messrs Tolson, Holloman, Edwards, Clayton, Parsons, Trotter, Sizoo, Mohr, Rosen and Tamm being present considered the proposed field firearms training program for calendar year 1959. The Conference was advised that the program for this firearms training would consist of 4 indoor and 4 outdoor training sessions. The indoor training will be held January, February, October and November. Outdoor training will be held March, May, July and September.

The program will be

- Position Shooting (revolver)
- Practical Pistol Course (single and double action)
- Double-Action Course
- Shotgun Course #2
- Shotgun Course #3
- Defensive Tactics
- Gas Equipment
- Restraining Devices
- Searches Incidental to Arrest
- Body Armor

The training differs from the training presently being given in that Position Shooting with the revolver will be fired in the field in lieu of practice runs on the Practical Pistol Course. This will utilize the same amount of ammunition but will give the Agents better training in those positions in the Practical Pistol Course in which they are having trouble. In addition, the program will have for 2 of the outdoor shoots (May and September) the shooting of the Practical Pistol Course double action in its entirety. The advantage in this training in firing double action will be to give Agents more experience in the speedy handling of the firearms which is of utmost importance in a gun battle.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

QT:dps dfo  
(5)

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EX-112

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DATE 12/2/02 BY SP5 CJA/ky

**Executives Conference Memorandum**

**Re: PROPOSED FIELD FIREARMS TRAINING PROGRAM  
CALENDAR YEAR - 1959**

The institution of this training program will necessitate field offices purchasing locally a quantity of 8 foot 2 x 4's to be used for barricades. Some of the field offices' firearms ranges do not have this equipment at the present time.

It has been previously approved by the Director that the machine gun course be eliminated from the field firearms program and a course of firing the rifled slug in the present Bureau shotgun to be instituted. The course using the rifled slug will be designated Shotgun Course #3 and will consist of 10 shots fired on a bobber target at 50 yards.

The Conference unanimously recommends approval of the proposed field firearms training program as outlined for calendar year 1959.

THE DIRECTOR

Nov. 20, 1958

EXECUTIVES CONFERENCE

INSPECTION OF QUESTIONABLE  
INCOMING PACKAGES

The Records and Communications Division recommended, in view of the recent bombings and threats of bombings, that the Laboratory again consider the desirability of installing X-ray or other special equipment in the basement of the Justice Building for the examination of questionable packages. On November 19, 1958, the Executives Conference considered the advantages and disadvantages of this proposal.

The Laboratory believes that X-ray equipment is still the most satisfactory means of examining packages in an effort to detect a bomb which might be sent to the Bureau and it is the method which was recommended to the Civil Aeronautics Administration as the best technical aid in the examination of passenger baggage. However, this provides only a measure of security since it is possible to construct bombs properly shielded from X rays and therefore undetectable. Also, it would afford no protection against bombs that might be brought into the building and left.

Over the years the Laboratory has examined a few packages which appeared suspicious for one reason or another, but we have never had an actual bomb. Records and Communications Division points out that in these instances the packages have been brought through the building to the Laboratory. However, the Laboratory equipment is portable and could be moved from place to place as needed. This equipment would not be satisfactory if we are to adopt the procedure of X-raying all mail and express packages received. Installation of equipment for this purpose would cost approximately \$15,000. A minor disadvantage is that inspection with X rays would ruin undeveloped film and it would be necessary to take special precautions in this regard.

Messrs. Tolson, Holloman, Tamm, Rosen, Sizoo, Clayton and Trotter recommended that the necessary equipment be obtained and installed to regularly inspect mail and express packages received by the Bureau.

- 1- Mr. Tamm
- 1- Mr. Clayton

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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**Executives Conference Memorandum to the Director**  
**Re: Inspection of Questionable Incoming Packages**

Messrs. H. L. Edwards, Mohr and Parsons do not feel that the protection afforded would justify this cost and are opposed to the recommended installation.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

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Mr. Tolson

December 3, 1958

The Executives Conference

DISSEMINATION OF FBI IDENTIFICATION RECORDS

Present at the Executives Conference on 12-3-58 were Messrs. Tolson, Holloman, Tamm, Rosen, Edwards, Sizoo, Clayton, Parsons, Mohr, Nease and Trotter. Trotter advised the Conference that the Director had asked if we should not re-evaluate our policy of disseminating FBI records to members of Congress. This evolved from M. A. Jones to Nease memo of 11-28-58 advising that Senate Subcommittee to Investigate Juvenile Delinquency (Committee on the Judiciary) had recently shown us some galley proofs of hearings held in 1956 and these contained four exhibits which were FBI identification records. The Committee intended to publish these as FBI identification records. However, subsequent contact has indicated that the final publication will delete the FBI as the source of these records.

Background on prior policy set forth in M. A. Jones' memo of 11-28-58. This included opinion from Judge Holtzoff in 1936 that Congressmen as duly accredited Government representatives were entitled to receive FBI identification records.

Trotter pointed out to the Conference that each FBI identification record prepared for any type of dissemination has printed on its face: "The following FBI record, NUMBER \_\_\_\_\_ is furnished FOR OFFICIAL USE ONLY." (Sample attached.) It was further pointed out to the Conference that whenever correspondence is sent to Congressmen on missing persons the FBI identification record is not transmitted. Only the pertinent data relating to the whereabouts of the individual is incorporated in the letter for the Director's signature.

Mr. Tolson suggested that henceforth whenever an FBI identification record is furnished to a Congressman or Congressional Committee specific attention be called to the "OFFICIAL USE" provision. At the same time we should point out that the record is not to be disseminated or further reproduced. The language

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Clayton \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_
- W. C. Sullivan \_\_\_\_\_

DEC 10 1958  
Enclosure

REC-83

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EX - 133

1 - Mr. Tamm  
1 - Mr. Clayton  
CLT:VH  
(7)

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HEREIN IS UNCLASSIFIED  
DATE 1/22/99 BY SP5/BJK/ky

Memorandum to Mr. Tolson

to be employed, therefore, in the communication transmitting the record would be: "I would like to call to your attention that the enclosed record is furnished for your official use and should not be further reproduced or disseminated."

The Conference unanimously felt that we should continue to furnish Congressmen and Congressional Committees with FBI identification records under the foregoing conditions.

Should the Director agree, necessary instructions will be furnished all divisions at the Seat of Government.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: October 29, 1959

FROM : Mr. Tamm *[Signature]*

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

SUBJECT:

COUNTY DETECTIVE  
 UNION COUNTY PROSECUTORS OFFICE  
 ELIZABETH, NEW JERSEY  
 FBI NATIONAL ACADEMY APPLICANT  
*DELEGATES CONFERENCE*

b6  
b7C

Newark by letter 10/26/59 has forwarded to the Bureau an application submitted by the Prosecutor of Union County, New Jersey, nominating County Detective  to attend the National Academy. From a review of the application it appears that  possesses the necessary qualifications.

Newark, however, in forwarding the application to the Bureau, states that no interview was conducted with Mr.  because of the very large backlog of applications pending in the Newark Office and that to interview  at this time would give him and the Prosecutor who nominated him false hopes that he might be invited to attend the National Academy in the near future when as a matter of fact he is many years away from such action. The Newark Office further states that prior to any recommendation concerning  the SAC will conduct the required interview with him. The Newark Office has acknowledged the receipt of the application.

Although our new procedures call for an interview with an applicant nominated to attend the National Academy within 2 weeks after receipt of the application, I feel that the manner in which the Newark Office has handled this application is proper. The Newark Office does have an extremely heavy backlog and it is very unlikely that this applicant will be considered for attendance at the Academy for at least 4 or 5 years. Therefore, to conduct the interview now would be possibly raising false hopes and at the same time would be more or less meaningless insofar as our future acceptance of this candidate is concerned since another interview would be necessary later.

RECOMMENDATION:

It is recommended that the action of the Newark Office be approved. If approved, no further correspondence is necessary.

*166-2554-*  
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 126 NOV 24 1959

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*[Signature]*

X-Conf Memo  
 11/12/59  
*[Signature]*

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67 NOV 30 1959

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 DATE 7-22-92 BY SP-5c/dcg

Office Memorandum • UNITED STATES GOVERNMENT

May 18, 1958

TO : Mr. Nichols

FROM : M. A. [Signature]

SUBJECT: LIBRARY OF CONGRESS  
FBI LAW ENFORCEMENT BULLETIN

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Clayton \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

On December 9, 1944, Suttler received a call from Library of Congress requesting back issues of the Law Enforcement Bulletin for the past two years. Suttler explained to the caller, Mr. C. S. Edwards, that everyone except police officials had been taken from the Bulletin mailing list in 1942, but he would see what could be done toward getting the Library of Congress replaced on the mailing list. As the FBI Library was using the Library of Congress several times each day to obtain books for officials at that time, Mr. Nichols felt back copies of the Bulletin from 1942-44 should be given to Library of Congress to complete their set from 1932, and their name should be added to our mailing list. This was done, but at the same time, Library of Congress was advised of the restricted nature of the Law Enforcement Bulletin, and they were requested to restrict its use to police officers. They agreed to do this.

On May 16, 1958, I prepared a memorandum stating that I had received a call from the Library of Congress asking whether the Law Enforcement Bulletin should still be maintained in a restricted status. I advised the caller the restricted status should remain as the circulation was limited to police officers on active duty with law enforcement agencies.

On May 16, 1958, L. Quincy Mumford, Librarian of Congress, addressed a letter to Mr. Hoover stating the Library has scrupulously observed the restrictions placed on the Law Enforcement Bulletin despite a desire to make it available for general scholarly research. He said the Library is willing to continue to observe the restrictions but would prefer they be modified in the light of the rather liberal distribution which is made to the general public through individuals who contribute articles to the Bulletin. He said it was their understanding that the Bureau follows the usual publishing practice of supplying authors with multiple copies of the issue to which they have contributed (in our case it might be reprints of an author's particular article), and the authors are free to distribute these copies to friends and acquaintances without restrictions.

Enclosure

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(2)

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DATE 7/22/92 BY SP5/MLK/STW

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13 JUN 6 1958

66 JUN 12 1958

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will MRC

Jones to Nease memorandum

Mr. Mumford further stated, "... The rather harsh restrictions imposed upon the Library's use of this material do not seem compatible with the use described above and I am, therefore, led to ask if you will not reconsider your earlier decision and permit us to make normal library use of the Bulletin. Permission to make issues immediately available would relieve the Library of the considerable administrative detail necessary to restrict use...."

Mr. Mumford went on to state that the Library would carefully follow Mr. Hoover's restrictions as to use to be made of this material as it has done in the past. Suttler feels that the use of outside authors for the preparation of many articles in the Law Enforcement Bulletin in the past several years has undoubtedly altered the present situation of the Law Enforcement Bulletin as a restricted publication today compared to its use 15 years ago.

Law enforcement has progressed and expanded a great deal in the scope of its duties. The last 8 years have seen the greatest expansion of published data on law enforcement in our history. In the light of this literary expansion in all fields of law enforcement, it is felt we might consider at this time in the affirmative the Library of Congress' request to take the Law Enforcement Bulletin from the restricted list and make it available for general scholarly research.

RECOMMENDATION:

~~In the Director agrees with these observations, it is recommended that the attached letter be forwarded to Mr. L. Quincy Mumford.~~

ADDENDUM: 5-20-58, MLL:amg

In view of the widespread effect which a change in our policy would have, this matter will be summarized and submitted for Executives Conference consideration.

RECOMMENDATION: That attached letter be sent to Mr. Mumford, advising him that he will be informed of our decision in the near future.

See 5/23 memo to Jones & Mumford 5/23  
Ker RC 5/21

Letter to Mumford 5/23/58 MLL:gs.  
MLL (4)

MR. TOLSON

12/2/58

THE EXECUTIVES CONFERENCE

\*PRINTING ROSTER OF EACH NATIONAL ACADEMY SESSION IN LAW ENFORCEMENT BULLETIN

The Executives Conference with Messrs Tolson, Rosen, Edwards, Clayton, Trotter, Belmont, Mohr and Tamm being present were advised that recently a New York City Patrolman (not a National Academy graduate) wrote the Bureau suggesting that the name, rank and department of each member of the National Academy sessions be printed in the Law Enforcement Bulletin at the completion of each session and that at the end of the year both sessions which were completed during the year be put in the Law Enforcement Bulletin. This patrolman is

b6  
b7C

The Bureau answered  letter on November 14 and informed him that space limitations restricted the amount of material which can be published and added that there is a magazine which is limited in distribution to the graduates of the FBI National Academy. This letter was prepared in the Crime Records Section and was approved by the Training and Inspection Division and was sent.

M. Tamm advised the Conference that reconsideration of this matter indicates that it has distinct possibilities and that the publication of the names of the graduating class in the Law Enforcement Bulletin would be a good idea. would be excellent publicity for the Academy and might very well be a good incentive for the proper type of man to become interested; however, it is felt that publication in two issues at end of graduating classes and not a further publication at the completion of the year is sufficient.

RECOMMENDATIONS:

REC-99 66-2554-12678

(1) The Executives Conference unanimously recommends that this procedure be followed.

DEC 9 1958

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b7C

(2) That the Crime Records Section prepare a letter to  advising that reconsideration of the matter has been made and a publication of the list of graduates will be made after each graduating class.

- Tolson \_\_\_\_\_
  - Belmont \_\_\_\_\_
  - Mohr \_\_\_\_\_
  - Rosen \_\_\_\_\_
  - Tamm \_\_\_\_\_
  - Trotter \_\_\_\_\_
  - Tele. Room \_\_\_\_\_
  - Holloman \_\_\_\_\_
  - Gandy \_\_\_\_\_
- 1 - Mr. Nease  
1 - Mr. Clayton  
1 - Mr. Tamm
- AT:dps  
(5)

DEC 11 1958



OK. [Signature] 323,013  
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Mr. Tolson

December 11, 1958

Executives Conference

SECURITY INFORMANTS - REPORTING OF INFORMATION

On 12-10-58 the Executives Conference consisting of Messrs. Tolson, Tamm, Edwards, Belmont, Clayton, Rosen, Parsons, Trotter, Nease, and Mohr, considered the problem of informants excluding extraneous material in the initial preparation of their reports.

As a result of the Supreme Court's decision in the Jencks case the field was instructed by SAC Letter dated 6-25-57 that information furnished by informants relating to a particular meeting or activity should be separated into two reports, one of which would contain only evidence and the other intelligence information. By this procedure it was felt that it would be possible to produce in court at a later date, the evidence report of the informant limited strictly to his testimony. This system of report writing by security informants was analyzed, discussed and reviewed during a series of informant conferences held in the field in October and November, 1957, in connection with the training of Bureau personnel in the developing and handling of security informants. It was the unanimous recommendation of the individuals present at these conferences that the Bureau discontinue the dual report system for the following reasons:

- (a) The fact that two reports on the same meeting by the same informant are in existence would undoubtedly be brought out in court and it would be made to appear that the FBI is trying to hide something or is resorting to subterfuge in order to cover up information that might be helpful to the defendant.
- (b) Informants are not law-trained and are having difficulty in distinguishing between evidentiary and intelligence information. As a result, it was felt we are losing some intelligence information the informant would submit were it not for the problem of having to prepare two reports.
- (c) This method has resulted in cumbersome reporting and doubles the work of handling and filing.

Enclosure

- 1 - Mr. Clayton
- 1 - Mr. Tamm
- Belmont - Mr. Belmont
- Mohr - Mr. Baumgardner
- Nease
- Parsons
- Rosen
- Tamm
- Trotter
- W.C. Sullivan
- Tele. Room
- Holloman
- Gandy

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REC-6

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Memorandum for Mr. Tolson

RE: SECURITY INFORMANTS - REPORTING OF INFORMATION

In addition, experience has proved that the two-report system is not effective as an informant will report what appears to him to be evidence at the time of the event or activity but later the same information may be intelligence and vice versa. When an informant sets forth in his report the names of the individuals present at a meeting or other activity, he does not know at that time which of the individuals present will be defendants in a case at some future time. Therefore, his evidence report will not only contain the names of defendants but also persons not under indictment, references to current informants and other information not relevant to the case at issue, revelation of which might adversely affect our work. Also, the names of innocent persons will be revealed which could result in severe criticism of the Bureau. It was learned through our attempt to use a dual report system that it was not possible to determine at the time informant reports are written what use will be made of them and, therefore, they cannot be prepared in such a manner that they will contain only information relating to a particular subject.

Due to our experiences in attempting to separate information and have our informants furnish two types of reports and the unanimous recommendation of the informant conferences, approval was given to revert back to the former practice of having security informants prepare a single report containing all information obtained by them relative to a particular activity or event. The field was so instructed by SAC Letter dated 12-3-57.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended that we continue to utilize the single report system for informants but in order that extraneous material may be kept to an absolute minimum in the initial preparation in the report there is attached for approval an SAC Letter directing that the field instruct informants to leave out of their reports such items as:

- a) any reference concerning the Director and the Bureau;

Memorandum for Mr. Tolson

RE: SECURITY INFORMANTS - REPORTING OF INFORMATION

- b) references to other documents and reports submitted by the informant;
- c) obvious administrative material such as operational instructions given by the contacting Agent to the informant.

(These data will be furnished orally by the informants to the contacting Agents who will record the information in memorandum form for the file.)

OK H

(Manual and Handbook changes being handled separately.)

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 12/9/58

FROM : Q. Tamm

Tolson	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SUBJECT: TRAINING - FIREARMS AND DEFENSIVE TACTICS  
CALENDAR YEAR 1959

*Book*

Enclosed are SAC Letter with attachment and revisions for Manual of Instructions and FBI Handbook setting out details of captioned program. Proposed program was considered and approved by Executives Conference on 11/20/58.

Program is set out in attachment to SAC Letter as economy measure, since it is not necessary for all recipients of SAC Letters to get complete firearms program. Only five copies of attachment need be sent to each office except New York and Quantico which should receive ten.

RECOMMENDATION:

That enclosed SAC Letter with attachment and manual and handbook revisions be approved.

*Handwritten initials and marks*

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RECORDED BY

323,013

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DATE 7-22-92 BY SP5ci/dcg

Enclosures sent 12-9-58  
*HW2*

NAW:vfb  
(3)

1 - Mr. Sloan

66-2534-  
RECORDED  
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66-1434

DEC 18 1958

*Handwritten notes and signatures*  
52

Mr. Tolson

1/5/59

The Executives Conference

INTERNAL RECEIPT CARDS  
BUREAU MAIL ROOM

During the current inspection of the Records and Communications Division, it has been pointed out that an internal receipt card is placed in each package of Bureau mail dispatched from the Bureau. The card contains space for recording the date and time of receipt of dispatch in the field together with the signature of the authorized personnel. A copy of this card is retained at the Seat of Government and the field, upon receiving the parcel of mail, executes the internal receipt card and returns it to the Seat of Government. It is in this manner that we can be sure that a particular parcel of mail has been received at a field office.

These cards have been retained as a permanent record in bulk storage. There are an estimated 133,600 of these cards on hand at the present time. They are 3 x 5" in size and do not occupy a great deal of space. They are seldom referred to. The purpose of keeping the card is as indicated to assure that a parcel of mail dispatched from the Bureau is received in the field office. While there is no inventory made of the contents of the parcel by referring to dates and block stamps on the yellow of outgoing communications, we have reasonable assurance that a piece of mail dispatched from the Bureau was in fact included in the parcel of mail on that date as indicated on the internal receipt card. It is felt desirable to keep these cards in the event at any time it is necessary to check back on a communication to be certain that it was dispatched to the field and received by them.

The inspector recommended that these cards be destroyed on a monthly basis when 90-days old. This matter was last considered by the Executives Conference on July 1, 1957, when approval was given for the retention of these cards. The Executives Conference on January 5, 1959, consisting of Messrs. Tolson, Trotter, Parsons, Evans, Edwards, Clayton, Tamm and Mohr, reconsidered the question of the retention of these cards and it was unanimously agreed that the cards should be retained and in the event the storage of them subsequently becomes burdensome, the matter can be reconsidered by the Executives Conference.

- Tolson GAN:hpf
- Belmont (6)
- Mohr
- Nease
- Parsons
- Rosen 1
- Tamm 1
- Trotter 1
- W.C. Sullivan
- Tele. Room
- Holloman
- Gandy

- 1 Mr. Tamm
- 1 Mr. Clayton
- 1 Mr. Malone

*Handwritten initials and numbers: "222"*

EX-128

323,013

66-2554-12681

JAN 9 1959

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DATE 7-22-92 BY SP-5/daq

MAIL ROOM  TELETYPE UNIT

67 JAN 16 1959

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: December 11, 1958

FROM : The Executives Conference

SUBJECT: **EMPLOYEE IDENTIFICATION BADGES  
IDENTIFICATION BUILDING**

*[Handwritten signatures and initials]*

Tamm	✓
Edwards	✓
Rosen	✓
Belmont	✓
Clayton	✓
Parsons	✓
Mohr	✓
Nease	✓
Holloman	✓
Trotter	✓
W.C. Sullivan	✓
Tels. Room	✓
Holloman	✓
Gandy	✓

On 12-10-58 the Executives Conference consisting of Messrs. Tolson, Tamm, Edwards, Rosen, Belmont, Clayton, Parsons, Mohr, Nease, Holloman and Trotter considered the question of employee identification badges insofar as the wearing of these applies to those Bureau employees assigned to the Identification Building.

Trotter pointed out to the Conference that there were some 2,700 Bureau employees assigned to the Identification Building; that only the Bureau occupied space in the building; that very rarely did our people have occasion to leave the building from the time they reported to work in the morning until they left in the evening and that security at the three entrances was covered by Bureau security patrol clerks. Current regulations provide that employees should wear their badges whenever they are in Bureau space "except that it need not be worn while the employee is at his desk or at his customary working area." Trotter proposed that identification badges be worn from the time the employee entered the Identification Building until the time he left except in those instances where the wearing of the badge around machinery might create a hazard for the employee. This would assist in maintaining security among so large a group of employees in such a large space. The Conference was in unanimous agreement with this suggestion.

Copies of this memorandum have been forwarded to the supervisors of all divisions other than the Identification Division occupying space in the Identification Building. Instructions have also been separately issued to all Identification Division employees.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

IDENTIFICATION BUILDING - EMPLOYEES MUST WEAR IDENTIFICATION BADGES

*[Handwritten notes and signatures]*  
Watts  
17240

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CLT:VH  
(10)

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126 JAN 5 1959  
20 DEC 23 1958

38 JAN 9 1959

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DATE 7-22-92 BY SP5 u/dcg

January 5, 1959

G. A. Nease

DEFENSE PLANS - OPERATION ALERT 1958  
SUGGESTIONS AND RECOMMENDATIONS  
SUBMITTED BY THE FIELD

Executives Conference on January 5, 1959, consisting of Messrs. Tolson, Trotter, Parsons, Evans, Edwards, Clayton, Tamm and Nease considered certain suggestions made by the field in connection with the recent Operation Alert.

In order to have a sufficient number of relief radio operators in the field offices to take care of an emergency situation, in May of 1956 it was approved that a sufficient number of Special Agents, special employees and other male employees who were formerly Bureau radio operators or otherwise had radio operating experience should be trained as relief operators to handle emergency situations. There are presently 77 Special Agents so training throughout the field. It is recognized, however, that due to the infrequent occasions which they have to utilize their knowledge, they are caused to lose proficiency in sending and receiving messages. It has been approved that this personnel devote not more than two hours a week to radio practice in order to bring their proficiency up to a GS-5 radio operator level and that thereafter they be given a test every 60 days to be certain they maintain their proficiency.

The suggestion has been made by the field that when these Agents report for In-Service training they be given a two-day refresher course in the operation of our radio stations, the transmission and receiving of messages, etc. Nease pointed out, however, it is believed that one day should be sufficient for this purpose and that it can be worked into the regular In-Service training time on the day devoted to practical problems and it would not, therefore, be necessary to hold these Agents over for an additional day with the added expense.

Executives Conference unanimously agreed that these Agents be given this training when they are called in for In-Service from time to time.

- 1 - Mr. Clayton
- 1 - Mr. Tamm
- 1 - Mr. Wherry
- 1 - Mr. Minnich

GAN:sak  
(6)

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66-2554-12682

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DATE 7-22-92 BY SP-5 a/peg

53 JAN 20 1959

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

MAIL ROOM  TELETYPE UNIT

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A

December 11, 1958

Mr. Tolson

The Executives Conference

EMPLOYEE IDENTIFICATION BADGES  
IDENTIFICATION BUILDING

On 12-10-58 the Executives Conference consisting of Messrs. Tolson, Tamm, Edwards, Rosen, Belmont, Clayton, Parsons, Mohr, Nease, Holloman and Trotter considered the question of employee identification badges insofar as the wearing of these applies to those Bureau employees assigned to the Identification Building.

Trotter pointed out to the Conference that there were some 2,700 Bureau employees assigned to the Identification Building; that only the Bureau occupied space in the building; that very rarely did our people have occasion to leave the building from the time they reported to work in the morning until they left in the evening and that security at the three entrances was covered by Bureau security patrol clerks. Current regulations provide that employees should wear their badges whenever they are in Bureau space "except that it need not be worn while the employee is at his desk or at his customary working area." Trotter proposed that identification badges be worn from the time the employee entered the Identification Building until the time he left except in those instances where the wearing of the badge around machinery might create a hazard for the employee. This would assist in maintaining security among so large a group of employees in such a large space. The Conference was in unanimous agreement with this suggestion.

Copies of this memorandum have been forwarded to the supervisors of all divisions other than the Identification Division occupying space in the Identification Building. Instructions have also been separately issued to all Identification Division employees.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

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DATE 7/22/92 BY sps/ldg  
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*66-2554-12683*

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Clayton \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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(10)

REC-31

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52 JAN 21 1959

MAIL ROOM

The Director

March 5, 1959

The Executives Conference

**\*  
DESTRUCTION OF CERTAIN TYPE  
OF MEMORANDA WITHOUT FILING  
SUGGESTION #951-59**

On March 4, 1959, the Executives Conference, consisting of Associate Director Tolson, Messrs. Belmont, Mohr, Rosen, Trotter, DeLoach, McGuire, Holloman, Clayton, and J. F. Malone, considered a suggestion made by the Streamlining Committee of the Director's Office recommending that memoranda for the Director's use which are prepared strictly on abstracts be destroyed rather than being placed in file.

Mr. McGuire and Mr. Holloman were in favor of adopting the suggestion because they felt that these memoranda were not complete and that they could be misleading in the future in view of the fact that they were based solely on information contained in abstracts and the files involved were not reviewed. Furthermore, if such memoranda were destroyed rather than being placed in the file it would decrease the work of the Records Branch and preclude possible error and embarrassment in the future.

Associate Director Tolson, Messrs. Belmont, Mohr, Rosen, Trotter, DeLoach, Clayton, and Malone were not in favor of the suggestion because it would mean destroying memoranda which could prove dangerous. It was felt that if the memoranda clearly indicated that they were based solely on abstracts only that any danger of embarrassment or possible error in the future would be reduced to a minimum, if not entirely eliminated.

**RECOMMENDATION:**

If you approve, it is recommended that the suggestion as set forth above not be adopted.

*Ch*

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DATE 7-22-92 BY SP5 cjp

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MAR 11 1959

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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51 MAR 12 1959  
JFM:wmj (6)  
1 - Mr. Tamm  
1 - Mr. Clayton

MAIL ROOM TELETYPE UNIT



# Office Memorandum • UNITED STATES GOVERNMENT

DATE: 2/18/59

TO : Mr. Tolson

FROM : Q. Tamm

SUBJECT: CORRESPONDENCE -- TRANSMITTAL NOTATIONS

323 013  
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DATE 7-22-92 BY SP5 cld/ky

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

When the Attorney General prohibited the use of "Personal and Confidential" on documents in late 1957 all Bureau personnel were appropriately advised to discontinue using this term. An exception was allowed for envelopes containing material for restricted dissemination and sent either to Seat of Government or a field office.

*BUCHANAN*

The Inspection Section of the Training and Inspection Division has observed that mail received at the Bureau in envelopes marked "Personal and Confidential" does not receive any different handling from mail arriving in other envelopes. It was proposed that the term "Personal and Confidential" be abolished from all intra-FBI envelopes and that henceforth mail with restricted dissemination be forwarded in envelopes marked "Personal"; "Personal Attention" or without designation except for the attention of a person, division, or unit. The Inspection Section said uniformity and simplicity will result from this procedure.

Attached are suggested SAC Letter and necessary manual changes to put the above recommendation into effect. If these are approved, use of the term "Personal and Confidential" will be entirely eliminated for correspondence within the Bureau but its use will be permitted on Bureau envelopes going to outside agencies or persons when necessary to restrict the handling given to the envelope by the recipient.

RECOMMENDATION:

That the attached SAC Letter and manual changes be approved.

The Executives Conference on 2/18/59, Messrs. Tolson, McGuire, Holloman, Clayton, Parsons, Trotter, Sizoo, DeLoach, Mohr & Tamm being present, unanimously approved the above recommendation. qt;hd

Enclosures (5)  
*sent 2-19-59*  
1 - Mr. McGuire  
1 - Mr. Mohr

DJD:vfb  
(8)  
1 - 66-18975  
1 - 66-1934  
1 - 66-3415  
1 - 66-2256

2 ENCLOSURES

52 MAR 16 1959

66-2554-  
NOT RECORDED  
170 MAR 11 1959

MAR 3 1959

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MR. TOLSON

March 5, 1959

THE EXECUTIVES CONFERENCE

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DATE 7/22/92 BY SP5CJ/dep

Appropriations - 1959

The Executives Conference of March 4, 1959, consisting of Messrs. Tolson, DeLoach, McGuire, Malone, Belmont, Clayton, Parsons, Trotter, Rosen, and Mohr, considered the status of the Bureau's present deficit in its operating expenditures for the fiscal year 1959.

It was pointed out to the Conference that as of March 3, 1959, we had an estimated operating deficit of \$558,105, that we had been operating under an economy program and the field had been kept aware of the need for economy; however, the field had not exercised the necessary economy steps to eliminate a deficit at the end of this fiscal year. The Conference was informed that we could not have a deficit at the end of the fiscal year of 1959 and that some steps would have to be taken now to insure that we did not have a deficit. You were advised that an SAC letter was being sent to the field reiterating the need for the most sparse and drastic economy in our operations and that if the field did not respond, we would have to consider such drastic steps as (1) stopping payment to Special Agents of the 15 per cent premium overtime or (2) require all employees to take two or more days' leave without pay on a staggered basis to eliminate such a deficit. The field is also being advised of seven specific steps which it must take to effect a reduction in our expenditures.

The Conference was informed that the deficit resulted from an over-obligation of other expense items such as travel, transportation of things, communications, printing and reproduction, rents and utility services, equipment and other contractual services. Many of these overobligations are matters which can be directly controlled in the field by the SAC and by the Seat of Government in exercising the supervision over field activities.

The Conference was advised that the Seat of Government, by exercising control over appointments, has been able to effect a substantial savings in personnel salary costs for the first eight months of this fiscal year but these savings in salary costs have been offset with the high rate of expenditures for other expenses. As an example, in connection with the recruitment of employees for the first eight months of this fiscal year, from July 1 to March 1 we have

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- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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MAR 19 1959

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**Executives Conference Memorandum**

hired employees for the Seat of Government at an average rate of 97 per month whereas the resignations have averaged 126 per month which resulted in a reduction of Seat of Government personnel totaling 181. For the same period of time, we have permitted the hiring in the field at an average rate of 46 per month whereas resignations have averaged 75 per month with the result that the field clerical complement has been reduced a total of 215 employees. The Administrative Division feels that it would be most unwise to try to reduce clerical personnel in the field any further and that we should continue to make replacements in the field where the particular SAC fully justifies the replacements.

The Conference was informed that by May 1 we would know pretty well whether we are going to be able to make up the complete deficit facing us at this time but that in the interim we should take some specific steps to insure that we do not have a deficit. One step which has already been taken is the discontinuance of reallocations of all employees in Grade 5 and above for the remainder of this fiscal year. The Conference unanimously agreed that this program should be continued until the deficit has been completely eliminated.

Furthermore, the Conference unanimously recommended that we discontinue all applicant appointments for the Seat of Government until at least May 1 when we can definitely determine whether the deficit is going to be eliminated or not. It was specifically pointed out to Mr. Trotter of the Identification Division and Mr. McGuire of the Records and Communications Division that they would receive no additional new appointments between now and May 1 and that they would have to handle their work load with existing personnel. They specifically and categorically stated they would be able to carry their share of the load. The other members present at the Conference agreed that they would handle their share without bringing on additional clerical personnel. It is estimated that by not hiring any clerical personnel for the Seat of Government between now and May 1, 1959, that we will effect a savings of \$165,000.

**RECOMMENDATIONS:**

1. It is recommended we make no further appointments for clerical employees at the Seat of Government between now and May 1, 1959. On May 1 this matter will be re-evaluated to determine whether we should start making

**Executives Conference Memorandum**

appointments at that time and whether we should make any summer employees appointments this year. In the interim, the Administrative Division will process the applications but hold in abeyance any appointments.

2. It is recommended that we not make any reallocations of any employees in Grades GS-5 and above for the remainder of this fiscal year or at least until the deficit facing us at the present time has been entirely eliminated.

In the event you agree with the unanimous views of the Conference, the Administrative Division will be guided accordingly.

*Director's Notation*

*OK*

*H.*



March 6, 1959

Mr. Tolson  
The Executives Conference

323,013  
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DATE 7/22/92 BY SP5 ci/dy

SECURITY OF THE  
IDENTIFICATION BUILDING

Present at the Executives Conference on March 4, 1959, were Messrs. Tolson, DeLoach, McGuire, Malone, Rosen, Belmont, Clayton, Parsons, Holloman, Mohr and Trotter. Trotter presented for discussion the matter of security of the Identification Building.

Trotter pointed out that, in addition to the Bureau's fingerprint records, all of our investigative case files, code information, Security Index data and other valuable records were maintained in our Ident Building. GSA provides no guard service from 7:30 A. M. to 4:00 P. M. From 4:00 P. M. to Midnight there are two GSA guards in the building. Two other guards are in the building from Midnight until 7:30 A. M. One of these two guards mans the main entrance to the building while the other divides his time between the garage entrance and patrolling the building. The Bureau provides security coverage of the three entrances during the day shift and augments the two GSA guards by conducting security patrols of the building when our normal day and night shifts cease duty. Similar security patrols are conducted by Bureau personnel during the weekends and on holidays.

Trotter pointed out that there are some 322 windows in the basement and on the first and second floors which are easily accessible from the sidewalk surrounding the building. In most instances, only window glass separates a would-be intruder from breaking into the building. It was Trotter's observation that in view of the neighborhood in which the Identification Building is located this situation presented a very definite security hazard. Trotter recommended that the possibility be explored of placing iron bars over these vulnerable window openings. Informal contact with GSA has established that iron bars for each window would cost approximately \$82.00 or the total cost for 322 windows would be something like \$26,404. Trotter stated it is obvious the Bureau

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Clayton \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Malone \_\_\_\_\_

- 1 - Mr. Tamm
- 1 - Mr. Clayton

REC-70

66-2554-643 12686

MAR 27 1959

62 MAR 10 1959

Memorandum to Mr. Tolson

has no funds to take care of such an expenditure and he recommended that an approach be made to GSA to see if they would provide for this additional security.

Mr. J. P. Mohr was opposed to the idea of bars for these windows in the Ident Building. He pointed out that we have been in the Justice Building since 1934; that there were windows on the first floor of the Justice Building but that no break-ins had occurred. Mohr likewise stated he did not think GSA would pay for the cost of installing these bars and the further security measures desired would necessarily have to be paid for by the FBI.

In view of the divergence of opinion, Trotter suggested that this matter be looked into by an Inspector from the Training and Inspection Division. In view of your approval, this will be done.

66-7554-12686

March 20, 1959

Mr. Tolson

The Executives Conference

GRADUATION EXERCISES  
63RD SESSION  
FBI NATIONAL ACADEMY  
JUNE 3, 1959

The Executives Conference on March 19, those present being Messrs. Mohr, Holloman, McGuire, Belmont, H. L. Edwards, Trotter, Parsons, Tamm and Tolson, considered the question of the speakers at the graduation exercises of the 63rd Session of the FBI National Academy to be held on Wednesday, June 3. There has already been approved a suggestion that the Commander of The American Legion, Mr. Preston J. Moore, be one of the speakers. The Conference unanimously recommended that Richard Cardinal Cushing of Boston be the other speaker.

RECOMMENDATION:

That Richard Cardinal Cushing be approved as a speaker at the graduation exercises of the National Academy on June 3. If approved, he will be invited.

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DATE 7-22-92 BY SP-5C/dg

- 1 - Mr. Clayton
- 1 - Mr. Tamm
- 1 - Mr. Rogers

JSR: gft  
(5)

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

51 MAR 30 1959

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66 - 12687

MAR 27 1959

C

# Office Memorandum • UNITED STATES GOVERNMENT

323,013

TO : MR. TOLSON

DATE: 4/1/59  
7/22/92

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTIONS OF SAC E. D. MASON

- Tolson
- Belmont
- DeLoach
- Mohr
- Parsons
- Rosen
- Trotter
- W.C. Sullivan
- Tele. Room
- Holloman
- Gandy

*Handwritten notes:*  
 mel...  
 J...  
 H...  
 W.C. Sullivan

The Executives Conference, consisting of Messrs. Tolson, Belmont, DeLoach, McGuire, Mohr, Parsons, Rosen, Trotter, Tavel and Tamm, on 4/1/59 considered suggestions submitted by SAC Mason of Cincinnati which are set out hereafter.

SUGGESTION #1 Mr. Mason suggested that a streamlining conference be held at the Seat of Government attended by a few SACs and Seat of Government representatives to help in streamlining procedures providing uniformity and reducing costs.

Executives Conference Consideration: The Conference called attention to the fact that many SACs have been submitting ideas for streamlining regularly in recent weeks. This is also true of many employees in the Bureau. There have been 1062 suggestions submitted this fiscal year to date as compared with 810 suggestions for the entire previous fiscal year. This would indicate that the Bureau's suggestion program is working satisfactorily. It is further noted that years ago there was in existence a joint field and Seat of Government streamlining committee consisting of selected SACs from the field and Seat of Government officials under the chairmanship of Mr. H. H. Clegg, then Assistant Director of the Training & Inspection Division. This committee was discontinued because it was felt its operation was more expensive than the results warranted. There is no assurance that a streamlining committee of this type would have any new ideas to present. It is further noted that all offices with personnel of 100 or more are required to have streamlining committees. Offices with personnel of less than 100 may have streamlining committees. These streamlining committees are presently functioning and reports are due as to the results by 4/30. The Conference therefore feels that a Seat of Government-SAC Streamlining Committee is not necessary.

Recommendation: That SAC Mason be advised re the operation of the suggestion program; of the fact such a committee was in existence previously and was not productive, and also re current regulations concerning office streamlining committees.

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20 APR 15 1959

SUGGESTION #2 SAC Mason because Identification Orders are posted in most Post Offices & that many of these display boards are to be disreputable & that consequently the disarray or unattractive display reflects on the FBI, the Cincinnati Office has arranged with a local contact to make an attractive display on the Top Ten Fugitives for use in the Post Office lobby. Mason states this idea

Enclosures  
 QT:ED 1. Mr. Tamm, Mr. Clayton, Mr. Mohr

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could be used elsewhere if the Bureau desired.

Executives Conference Consideration: The Conference notes that the question of special Bulletin Boards in Post Office Buildings was considered by the Conference 8/27/53 & was unanimously rejected because the Bureau would have to pay for the special bulletin boards; it would mean asking for more space in Post Office Lobbies; special permission would have to be requested from Post Offices and other Federal agencies might also ask for the right to set up special bulletin boards. The Conference does feel that in the headquarters city where a proper contact can be established in the main Post Office Building without any particular problems being created, Top Ten Fugitives might be displayed on an attractive board.

display of 100 1000  
Recommendations: 1. That SAC Mason be advised that the use of Top Ten Fugitives in a special display has merit and that an SAC Letter advising various field divisions that this may be tried where proper contact can be made will be sent.

2. That the attached SAC Letter be forwarded.

SUGGESTION #3 SAC Mason suggests that all employees could use a brush-up on the organization of the Seat of Government, policies and procedures under the laws we enforce and even such things as what divisions exist at the Seat of Government, what they handle and who are the officials.

Executives Conference Consideration: The Conference points out that the Manual of Rules & Regulations, entire Section III, Part I, is devoted to a description of the required indoctrination procedures both in the field & at the Seat of Government. In the field, SACs are required to give indoctrination training on Bureau history, Bureau standards of conduct, Bureau organization, security precautions, personnel procedures etc. The manual also provides that SACs are required to provide on-the-job training in the various aspects of the work and to hold conferences to continue employee indoctrination.

The Conference does note that information re the organizational structure at the Seat of Government, as a general rule, is not furnished the field & it is felt advisable to furnish field divisions organizational charts on an annual basis showing the organization of the various divisions at the Seat of Government & the matters handled by the particular divisions.

Recommendations: 1/ That SAC Mason be advised that proper indoctrination of employees in the field is the responsibility of the SAC as covered by the Manual of Rules & Regulations, Section III, Part I.

Recommendation: 2. That on an annual basis organizational charts of the Seat of Government be furnished to the field.

60 59  
SUGGESTION #4 SAC Mason suggests that when money becomes available field divisions would benefit from a Seat of Government-sponsored ~~school for Chief Clerks & Assistant Chief Clerks.~~

Executives Conference Consideration: Seat of Government Clerical Supervisory Schools, which would train Chief Clerks & Assistant Chief Clerks, have not been held since 1956. They were scheduled for 1958 but were postponed & not held so that economies could be effected. They have been scheduled to be held in 1959 after July 1. It is contemplated they will now be held for all Chief Clerks, Assistant Chief Clerks and selected clerical supervisory personnel. The Conference feels that 3 schools should be held of 5 days duration in September & October, 1959.

Recommendations: 1. That SAC Mason be advised that schools for Chief Clerks and Assistant Chief Clerks and selected supervisory personnel will be held in Washington during September & October, 1959. ✓

2. That approval be given to the holding of Clerical Supervisory Schools in September and October, 1959, (three in number) for the purpose of training and retraining Chief Clerks, Assistant Chief Clerks and other supervisory personnel.

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OK.  
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April 15, 1959

MR. TOLSON

THE EXECUTIVES CONFERENCE

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HEREIN IS UNCLASSIFIED  
DATE 7-22-92 BY SP5 c/dy

The Executives Conference of April 15, 1959, consisting of Messrs. Tolson, DeLoach, McGuire, Tamm, Belmont, Parsons, Rosen, Bowles, Clayton, and Holloman, was advised that George Sokolsky recently observed that he had difficulty nailing down various items in the smear attack against the FBI as he did not have time to make detailed analyses of each writer's specific charges and that Mr. McGuire had suggested that possibly the analysis made by the Bureau of the Fred Cook article in "The Nation" magazine, October 18, 1958, issue, might well serve as a reference guide to reliable friendly sources such as Sokolsky, David Lawrence, Cardinal Cushing, and possibly several others, and that the Director had expressed interest in the suggestion.

The analysis of the Cook article made by the Central Research Section is not distributed outside the Bureau. It is voluminous. Cook lifted some of the material in his article from other older critical sources such as the Max Lowenthal book. Other writers criticizing the Bureau, like Benjamin Ginzburg, have lifted data, phrased in their own language, from both Max Lowenthal and Fred Cook.

The Conference felt that while there was some merit in the suggestion the disadvantages which might accrue to the Bureau were such that the suggestion not be adopted.

Among the disadvantages cited were that the voluminous analysis, even though given to a friendly source, is limited to one writer's version of the smear campaign and, therefore, would be extremely limited in analyzing another writer's criticisms of the Bureau due to the fact that each critical article contains its own peculiar verbiage. It was also felt that it would be preferable for the Bureau to directly answer questions raised by friendly sources on specific items as they might arise. It was also pointed out that the series of articles by Ed Mowery, which answered the major criticisms of the Bureau in the smear campaign, is now a Senate document and, therefore, is available as reference material. It was further pointed out that the Bureau

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- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
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- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1-Mr. Tamm  
1-Mr. Clayton

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Executives Conference Memorandum

had not publicly dignified Cook's article with an answer and if we were to give the voluminous analysis of it to sources outside the Bureau it would possibly be an indication of how hard the Bureau felt it had been hit and, therefore, possibly subject to some misinterpretation. It was also pointed out that friendly editors like David Lawrence would undoubtedly turn the Bureau's document over to a research analyst and to rewrite men whenever any pertinent item was under consideration, and that other friendly sources such as Sokolsky, whose writings are limited to a short daily column, would be less likely to wade through a voluminous analysis any more than he would be able to wade through a book like the one written by Benjamin Ginzburg, which Sokolsky stated he did not have time to do in order to pick it apart.

Accordingly, the Conference unanimously felt that the disadvantages outweighed the advantage of having a closer contact with some of our friendly news sources and that it would be preferable to deal with these sources on specific items in which they were interested as they arose.

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4/15/59

MR. TOLSON

EXECUTIVE CONFERENCE

REPORT WRITING

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ALL INFORMATION CONTAINED  
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DATE 7-11-92 BY SP5CJ/deg

The Executives Conference on 4/15/59, consisting of Mr. Tolson, DeLoach, Holloman, McGuire, Rosen, Belmont, Clayton, Parsons, Bowles, & Tamm, considered a suggestion submitted by the Training & Inspection Division designed to streamline supervisory procedures and eliminate unnecessary reports being received at the Seat of Government. This would also eliminate needless reports being processed at the Seat of Government and would concentrate supervision of cases on those cases that actually need close supervision.

The suggestion provides:

1. Auxiliary offices would submit no reports or other communications to the Bureau (in selected criminal cases set out hereafter) and would send them only to field offices of origin and to other logical auxiliary offices.
2. Field offices of origin would submit nothing to Seat of Government until a case was completed (closed or waiting for trial) or until 90 days had passed without completion; of course, in many instances cases would be closed administratively and no report would be submitted to the Bureau (this can happen now under the present rules).
3. If, in a proper case, a report should come to the Bureau, the field office of origin would submit to the Bureau a report covering all pertinent information or a report of its own together with original reports and necessary copies from auxiliary offices if deemed advisable. If dissemination is involved, an auxiliary office would write a report and send enough copies to the office of origin for ultimate transmission to the Bureau if office of origin should so decide keeping in mind necessity for Bureau to disseminate also.

The cases to which this system would apply are: 15 - Theft from Interstate Shipment; 25 - Selective Service Act, 1940 and Selective Service Act, 1948 only; 26 - Interstate Transportation of Stolen Motor Vehicle or Aircraft;

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- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
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- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Clayton

1 - Mr. Tamm

Enclosures

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31 - White Slave Traffic Act; 42 - Deserters; 43 - Illegal Wearing of Uniform and several other violations having to do with illegal manufacture of emblems or insignia, etc.; 45 - Crimes on the High Seas; 47 - Impersonation; 52 - Theft, etc., of Government Property; 70 - Crime on Government Reservation, Crime on Indian Reservation, etc.; 76 - Escaped Federal Prisoner, etc., Parole, Probation, or Conditional Release Violator; 87 - Interstate Transportation of Stolen Property; 88 - Unlawful Flight to Avoid Prosecution, etc.,; 93 - Ascertaining Financial Ability.

It is believed that the above would be beneficial in that a tremendous percentage of these cases would have only one closing report, or none, (if closed administratively under present rules); more time could be spent by Seat of Government supervisors on the cases which are not completed in 90 days, thus making for higher quality supervision. It is noted that 90 days is used because experience has indicated in these types of cases, most are concluded from the standpoint of needed investigation within that time; for example, actual statistics in deserter-fugitive cases reflect 95% of the deserter-fugitive cases are closed within 90 days after being opened.

This suggestion would not relieve the field of the responsibility of communicating with the Bureau by report, airtel, etc., when good judgment so dictated, such as in major cases and cases with unusual public interest.

It is noted that this matter was referred to twelve field divisions. (Baltimore, Chicago, Jacksonville, Los Angeles, Memphis, Minneapolis, New York, San Antonio, San Francisco, Seattle and Washington Field Office all favored the proposal. Oklahoma City was opposed to it. Oklahoma City's objections are not considered valid.)

The Executives Conference unanimously recommends approval of this system.

If approved, there are attached hereto SAC Letter and manual changes.

*I am willing to try it  
but I have some doubts*

*H*  
*66-2584-12690*

Mr. Tolson

The Executives Conference

5/7/59

LAW ENFORCEMENT CONFERENCES

The Executives Conference on 5/6/59, Messrs. Tolson, DeLoach, McGuire, Trotter, Belmont, Tavel, Evans, Parsons, Mohr and Tamm being present, considered the fact that in connection with law enforcement conferences it has been noted by the Training and Inspection Division that expenses for lunches for those attending such conferences have been borne by either prominent people or organizations. The question was raised with the Conference as to whether or not this was a desirable practice, bearing in mind the fact that the Bureau possibly thus becomes obligated to these people.

The Conference felt that the practice was satisfactory as long as the indices of the field division are checked concerning either the individuals or the organizations for any derogatory information prior to the acceptance of such an invitation.

RECOMMENDATION:

The Conference unanimously recommends that this practice be allowed to continue but that the attached SAC Letter be sent advising the field of the care that must be followed in accepting these invitations.

Enclosure

- 1 - Mr. Tamm
- 1 - Mr. Clayton

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May 12, 1959

MR. TOLSON

MR. C. TAMM

SECURITY INVESTIGATIONS OF INDIVIDUALS  
COMMUNIST INDEX

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DATE 7/24/92 BY SP-5 C. J. A. G.

SYNOPSIS

BACKGROUND: By Bureau letter 10/2/58 all offices instructed to re-examine entire Communist Index (CI) on individual case basis with disposition to be considered as (a) potential informant, (b) espionage subject, (c) Security Index subject, (d) retention in CI, and (e) removal from CI. Program involves 17,000 individuals, 4397 of whom are in New York Division. Deadline of October 15, 1959, set.

DETAILS: New York inspection reflects that as of 4/10/59 office closed 1669 cases, had 1064 pending and 1673 remained to be opened, for a completion of 33% of the program in the first six months.

Out of these cases no informants or potential informants have been developed, no espionage cases opened, and no subjects placed on Security Index as a result of program. Five subjects were found to be employed at key facilities or by classified contractors, four subjects required additional dissemination, 52 cases referred to other offices, 30 subjects found deceased; 26 subjects were not located and cases closed. To obtain these results, New York estimates office expended 2,735 agent workdays from inception of program to 3/31/59.

Assistant Director Belmont feels that value of program cannot be measured in terms of statistics. Program based on absolute necessity for Bureau to have intelligence information in subversive field. Reduction of program would reduce penetration of subversive field and cripple effectiveness in meeting threat.

On a field-wide basis, there have been 15 informants or potential informants developed, 30 subjects returned to Security Index, 50 found employed at key facilities, and 13 in other sensitive employments.

ENCLOSURE

Inspector feels that neither statistics nor intangible factors realized justify expenditure of manpower in New York Office. Agents could be put to more productive use on other work such as identification of Communist Party (CP) members. Of current CP membership of 2282 persons, the

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1 - Mr. Belmont

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New York Office has been able to positively identify 43 more.

RECOMMENDATION:

That revised Communist Index Program in New York be discontinued and the manpower utilized be reassigned to more productive security work.

ADDENDUM (QT:mas)

The Executives Conference of 5/13/59, consisting of Messrs. Tolson, DeLoach, McGuire, Holloman, Belmont, Clayton, Evans, Bowles, Mohr, Parsons and Tamm, unanimously recommends that this program not be discontinued but continued to operate in the New York Field Division until its completion.

Memo for Mr. Tolson  
Re: Security Investigations of  
Individuals -- Communist Index

DETAILS

A Communist Index (CI) is maintained in each field office representing those persons who, in the light of ever changing conditions, should be continually borne in mind from the standpoint of the security of the country with a view to possible investigation, interrogation, or action under the Security Index (SI) Program. The CI serves as a repository of names of individuals having sympathy for or affiliation with the Communist Party or other basic revolutionary group but insufficient justification for inclusion in SI.

The CI has been used extensively as a source of names to be considered for interview under various informant programs. In addition when information is received concerning any individual on CI, this information is considered in light of that already in file and determination made as to whether case should be reopened for further investigation.

By letter 10/2/58 all offices were instructed to re-examine entire CI on individual case basis with disposition to be considered as (a) potential informant, (b) espionage subject, (c) SI subject, (d) retention in CI, (e) removal from CI. Program involves 17,000 individuals, 4397 of whom are in New York Division. Deadline of October 15, 1959, set for all offices and New York request for extension disapproved.

Minimum investigative steps were listed as (a) review file and references, (b) contact informants and sources, (c) determine residence and employment and make dissemination when employed in key facilities and by classified contractors, (d) resolve unexplained cessation of activity, (e) consider interview, (f) secure current description. Statistics to be maintained by all offices.

Reasons for program given as (a) CI presents excellent informant potential, (b) CP disorganized and subjects in CI most likely to be recontacted and recruited, (c) broader intelligence coverage essential, (d) large group of followers of CP line may be potentially dangerous although not recorded members of CP, (e) speed return to SI of those qualified, (f) keep abreast of possible Soviet covert use of U. S. Nationals with Marxist background. Mr. Belmont states primary purpose is development of intelligence data concerning individuals and possible inclusion of their names on SI.

Memo for Mr. Tolson  
Re: Security Investigations of  
Individuals -- Communist Index.

New York inspection reveals that as of 4/10/59 the office had closed 1660 cases, had 1064 pending and 1573 remained to be opened. Thus, office has completed 38% of program in six months. Out of these cases no informants or potential informants have been developed, no espionage cases opened and no subjects have been placed on SI as result of program. Five subjects were found to be employed at key facilities or by classified contractors, four subjects required additional dissemination, 52 cases referred to other offices, 30 subjects found deceased, 26 subjects were not located and cases closed.

To obtain these results, New York estimates office has expended 2,735 agent workdays on program since inception until 3/31/59. These pending CI cases make up 29% of the total case load of 9 squads of the office. Staff Supervisor of section handling majority of cases advised that in event program discontinued agents involved could be used effectively on informant development, increased surveillance coverage of meetings, intensification of investigations leading toward development of productive anonymous sources. In addition 8 men could be released entirely, SAC and ASAC feel, however, that it is too early to judge program and it should be continued as systematic review to determine whereabouts and any recent subversive activity.

Mr. Belmont states program not to supplant any existing program but to supplement such. Basic function is to look into this reservoir of persons whose prior subversive inclinations are known so that we may be sure not to overlook any presently dangerous individuals included therein and to bring our knowledge concerning this group of individuals up to date. This program establishes a systematic basis to accomplish in a year's time what each office should be doing in this field. In spite of New York's progress, field-wide there have been 15 informants or potential informants developed, 30 subjects returned to SI, 50 found employed at key facilities and 13 in other sensitive employments.

Mr. Belmont states that it is not these statistics, impressive as they are, which demonstrate the value of the program. It is based on the absolute necessity for the Bureau to have intelligence information in subversive field. Each case examined adds to store of knowledge of group of individuals, who next to SI subjects, present greatest potential threat to internal security. Reduction of program would reduce penetration of subversive field and cripple effectiveness in meeting threat.

Memo for Mr. Tolson  
Re: Security Investigations of  
Individuals -- Communist Index

Inspector feels that neither statistics nor intangible factors realized justify expenditure of manpower in New York Office. No informants, potential informants, or espionage cases have been developed. Verification of present addresses certainly doesn't appear to be worth while as a one-shot proposition and certainly isn't on a continuing basis as is the case with Security Index subjects. In fact, the Bureau's planning concerning individuals on the CI does not even provide for duplicate listing at Bureau or relocation sites in event of destruction of headquarters city of field offices in time of war.

When considering the results obtained from this program and the personnel required in New York, it is believed that these agents could be put to more productive use on other work, particularly identification of Communist Party members. This is particularly so when you consider that of an estimated current Communist Party membership of 2282 persons, the office has been able to positively identify only 1059 and tentatively identify 43 more. It is recognized that 2363 individuals are on the Security Index of the New York Office as result of present or past Communist Party activity and New York feels that they have a large percentage of the estimated current membership on the Security Index. Fact remains, however, that less than 50% of estimated Communist Party members have been positively identified as being current members and it is essential that this be done to strengthen case against them individually and to insure that we don't drop them from the Security Index after the prescribed period of time passes without actual evidence of membership or activity. Staff Supervisor advised he could effectively use men on operations which would effect identification of these Party members.

4-29-59

*MB*  
ASSISTANT DIRECTOR A. H. BELMONT  
DOMESTIC INTELLIGENCE DIVISION:

The program initiated by Bureau letter to Albany dated 10-2-58, copies to all offices, directing re-examination of the cases on the Communist Index, was and is designed to intensify our knowledge of and penetration into the subversive (particularly communist) field. The present international tensions and the dissension within the ranks of Communist Party leadership make it particularly necessary that at this time we be thoroughly informed concerning the subversive sympathies and activities of any individual having such tendencies. Inasmuch as the Communist Index contains primarily the names of individuals removed from the Security Index at a comparatively recent time, these individuals represent a group whose sympathies were definitely known to have been with communism in the recent past and whose present attitude must be known if we are to perform our functions in the security field.

The program was, therefore, initiated and should be continued to further our discharge of our over-all responsibilities. It was not intended to supplant any existing program, but to supplement such programs. It performs several functions, the basic one of which is to look into this reservoir of persons whose prior subversive inclinations are known so that we may be sure not to overlook any presently dangerous individuals included therein and to bring our knowledge concerning this group of individuals up to date.

As an adjunct of the development of this information, various other advantages can be and are being obtained. Even in the most unfavorable light cast on the New York Office's progress in this program, New York has purged its Communist Index of 30 individuals determined to be no longer living and has forwarded information to other offices in 52 cases where the individuals have been found to be living elsewhere. New York has also learned of key facility or other sensitive employment requiring additional dissemination of information by us in 9 instances. This, of course, is in addition to ascertaining

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current residence and employment addresses and information concerning the subject of each case opened under the program. Therefore, even from a cold statistical viewpoint, which is not by any means a true measure of the purpose or progress of the program, results have been obtained in New York. It should also be noted that other offices have achieved more from a statistical viewpoint than New York has. Reports from the field of the progress of the program in the three-month period ending 4-15-59 indicate the following:

Fifteen security informants or PSIs developed.

Thirty subjects returned to the Security Index.

Fifty subjects found to be employed at key facilities.

Thirteen subjects found to be employed in other sensitive employments.

New York has not attributed to this program any cases in which either PSIs are under development or any cases in which Communist Index subjects have been restored to the Security Index. It is to be noted, however, that in at least one instance authority to develop as a PSI one individual who previously was on the Security Index, was granted in 4-59. Further, a check of cases recently added to the Security Index from New York (not by any means embodying all such cases) has revealed at least five cases of individuals previously on the Security Index who had been cancelled therefrom and have been restored thereto since the beginning of this program. Even though these cases may not be directly attributable to the program as such, they indicate that there is a reservoir of individuals in the Communist Index who should be on the Security Index and thus, we must examine every such case to be sure that no potentially dangerous individuals are overlooked.

But it is not these statistics, impressive though they are, which demonstrate the value of the program. It is based on the absolute necessity for the Bureau to have intelligence information in the subversive field. Each case examined (and it is to be noted that complete investigations are not required in each case) adds to our store of knowledge of the group of

individuals who, next to the Security Index subjects, presents the greatest potential threat to internal security. To eliminate or cut down this program, whether in headquarters cities or in resident agencies, could have only one result and that the undesirable one of reducing our penetration of the subversive field and crippling our effectiveness in meeting the threat to internal security.

I, therefore, feel that the abandonment of this program at this midway point would be a mistake. It establishes a systematic basis to accomplish within a year's time what each office should be doing in this field, and supplements our other investigative techniques to assure thorough penetration into the subversive problem. The program should be continued.

9/17



MR. TOLSON

6/5/59

Executives Conference

Reinsurance of Special Agents Insurance Fund  
Increased Coverage

The Executives Conference on 6/2/59, Messrs. Tolson, McGuire, DeLoach, Rosen, Sizoo, Clayton, Parsons, Trotter, Mohr, Holloman and Tamm being present, considered the coverage which the Special Agents Insurance Fund now has concerning a single catastrophe killing a group of Agents. Under the present coverage, which is on the basis of reinsurance with Lloyds of London, should several Agents die in any single catastrophe, the Agents Fund will pay \$10,000 to each of the beneficiaries, up to and including 5 deaths. The reinsurance policy pays a like amount to the beneficiaries of Agents from 6 up to and including 30. In other words, we have reinsured the fund to take care of 30 Agents being killed in a single catastrophe.

The members of the Governing Board recommended that consideration be given to increasing this coverage and the Conference was advised that reinsurance up to and including 105 deaths, as a result of a single accident, could be obtained at a cost of \$654,250 for a 3-year period. The interest earned by the fund at the present time amounts to approximately \$19,000 in a 3-year period so the fund could afford this additional coverage.

The Conference unanimously recommends that reinsurance be obtained for the Special Agents Insurance Fund for deaths up to and including 105 at a premium of \$654,250 for a 3-year period.

If approved, appropriate steps will be taken to obtain this insurance.

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- 1 - Mr. Belmont
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Mr. Tolson

7/2/59

The Executives Conference

SUGGESTION #1225-59  
SUBMITTED BY SA EDWARD C. KUMEROW  
CLEVELAND DIVISION

The Executives Conference on July 1, 1959, Messrs. Tolson, Holloman, Clayton, Callahan, Trotter, Belmont, Rosen, DeLoach, McGuire, and Fletcher being present, considered a suggestion that on the last page of all types of Bureau communications asterisks or the word "end" be placed at the bottom of the page to clearly designate the last page to remove any doubt as to the completeness of the communication. The suggestion would apply as indicated to all communications except signature mail since the signature at the end of a formal letter clearly denotes its end.

The Conference unanimously recommended that the suggestion not be adopted since no problem was known to exist or was known to have existed in the past by reason of failure to indicate clearly that a communication is complete and has reached its end.

RECOMMENDATION:

That the suggestion not be adopted.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

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Mr. Tolson

7/2/59

The Executives Conference

SUGGESTION #1301-59

SUBMITTED BY [redacted]

CHIEF CLERK, SAVANNAH OFFICE

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The Conference on July 1, 1959, Messrs. Tolson, Callahan, Holloman, Trotter, Belmont, Clayton, Rosen, DeLoach, McGuire, and Fletcher being present, considered a suggestion that the FBI Law Enforcement Bulletins maintained in field offices be destroyed on an annual basis when they have become 3 years old.

Present regulations require that these Bulletins be filed in the Administrative File Section and maintained permanently. It is required that duplicate copies be maintained in a loose-leaf binder in a bookcase, available to all Agents. Bulletins in this set may be destroyed after 5 years. Members of the Conference unanimously recommended that the Bulletins maintained in the Administrative File Section which are fully indexed be maintained indefinitely; that we require that only the current copy of the Bulletin be maintained, available in the bookcase. As a matter of information, sufficient copies of the Law Enforcement Bulletin are forwarded to each field office so that they may be distributed on the basis of one for every two assigned Agents.

RECOMMENDATION:

It is recommended that the attached manual change providing for the maintenance of the current copy of the FBI Law Enforcement Bulletin in the field office bookcase instead of a set be approved.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

Enclosure

- Tolson \_\_\_\_\_
- Belmont HBF:jsp
- DeLoach (5)
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
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JUL 10 1959

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 5/20/59

FROM : Mr. Tamm

SUBJECT: SUGGESTION THAT "THE INVESTIGATOR"  
LIST ANNIVERSARIES IN ADVANCE

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
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Holloman	_____
Gandy	_____

It has been suggested the FBIRA look into the possibility of having listed in "The Investigator" one month in advance of one's anniversary, one's name, the date of the anniversary (i. e. 20th, 25th, 30th, 35th, etc.), and place of assignment.

Such a practice will enable personnel both in the field and at the Seat of Government to opportunely congratulate the employee prior to the anniversary rather than several weeks later, as now happens inasmuch as the anniversary date is not known to interested personnel until "The Investigator" is published.

ACTION:

This is submitted for consideration and your advice.

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ADDENDUM: The Executives Conference on 5/28/59, consisting of Messrs. Tolson, McGuire, Rosen, Belmont, Clayton, Conrad, Trotter, Mohr and Tamm, considered the above suggestion. They felt it would not be advisable to do this. It was pointed out that situations would occur where the individual would not be in the Bureau. It was felt best to leave the matter as it is. The Conference unanimously recommended against adoption of the suggestion. QT:hd 5/28/59

ASAC Belmont  
who submitted  
this suggestion  
advised 6/15/59  
JEM

JUL 9 1959

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ST  
MR. TOLSON

7/8/59

0 EXECUTIVES CONFERENCE —

X TOURS FOR BUREAU CLERICAL EMPLOYEES

The Executives Conference on 7/8/59, Messrs. Tolson, DeLoach, McGuire, Rosen, Eowles, Clayton, Parsons, Mohr and Tamm being present, considered the subject of tours for Bureau clerical employees.

As a result of a suggestion submitted by a Bureau employee, since October of 1956 tours of the Bureau have been conducted for clerical employees after they have been on duty in the Bureau for 60 days. These tours were discontinued as an economy measure in March, 1959, this being brought about by the fact that the Bureau was not making any new clerical appointments and the clerical staff was needed to handle the current work. The tours take approximately three hours and are conducted by Agents normally assigned to the Crime Records Division.

The Conference considered the reinstating of these tours for clerical employees and felt that it would be advisable because of the current status of the Bureau's clerical work to reinstitute these tours as of the 1st of October, 1959.

X RECOMMENDATION: The Conference unanimously recommends that clerical tours for Bureau clerical employees be reinstated as of October 1, 1959. *an*

QT:HD  
5 LA

- 1 - Mr. Clayton
- 1 - Mr. Tamm

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trötter \_\_\_\_\_
- W.G. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

REC-33

66-2554-12696

JUL 21 1959

EX

323,013  
ALL INFORMATION CONTAINED  
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DATE 7-14-92 BY SP5/BJG

51 JUL 22 1959

MAIL ROOM TELETYPE UNIT

DATE OF MAIL 7-20-59

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC INTELLIGENCE DIVISION.

323,013  
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HEREIN IS UNCLASSIFIED  
DATE 7-14-92 BY SP-5/ajg

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL Executive Conference

REMOVED BY 6 JUL 27 1959

FILE NUMBER 66-2554-1

*60*  
*52*

PERMANENT SERIAL CHARGEOUT

July 8, 1959

MR. TOLSON

THE EXECUTIVES CONFERENCE

POLYGRAPH - DETECTION OF DECEPTION RESEARCH

323,013  
ALL INFORMATION CONTAINED  
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DATE 3-19-92 BY SP-5 C/DCJ

On July 8, 1959, the Conference, consisting of Messrs. Tolson, DeLoach, McGuire, Tamm, Rosen, Sizoo, Bowles, Clayton, Mohr and Parsons, considered a proposal that additional Special Agent personnel be trained in the technique of interrogation using the so-called lie detector.

Since 1935, the Bureau has conducted research in the field of detection of deception and the use of the so-called lie detector. Actually, of course, there is no instrument that can be properly called a lie detector since it is simply a technical instrument which records emotional manifestations within the body during interrogation. It is the operator who must interpret the recording in an effort to determine whether the subject has attempted to deceive. Since the early days of its use and specifically in the Cash Kidnaping Case in Florida, we have not had a single instance that we know of where the interpretation has been in error. It is, of course, not a conclusive method of examination, but over the years has been used in actual cases and has produced excellent results in many situations. It is of greatest value when the subject is detected in significant reactions, and when confronted with his reactions, admits his guilt and gives a signed statement. In other instances, however, reactions have been detected which furnished investigative leads.

All operators of this equipment have been Laboratory personnel trained in the Laboratory and until recently it was necessary to send personnel and equipment from Washington, D.C., to conduct interviews. For approximately three years a polygraph unit has been maintained in the New York Office and has been used by SA [redacted] formerly assigned to the Laboratory and an experienced operator. This has proved to be of benefit since a number of cases have been very successfully handled in the New York Office without the expenditure for travel. Obviously, it is easier to justify such interviews in or near Washington and New York. Because of the expense, situations are seldom considered for approval in the West or at appreciable distances from Washington.

It is therefore proposed to carefully select six or eight field Special Agents having the necessary basic qualifications and hold a two week training

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1- Mr. Tamm  
1- Mr. Clayton

DJP/mek (6)

MAIL ROOM  TELETYPE UNIT

67 AUG 20 1959

80-5

REC-65 66-2554-72697  
25 AUG 19 1959

ORIGINAL COPY FILED IN 80-5-1071

Executives Conference Memorandum to Mr. Tolson  
Re: Polygraph - Detection of Deception Research

Training

school in Washington to train these men in detection of deception interrogation techniques. These men would be selected in such a manner as to have them thereafter located in principal offices across the country and available for the use of this equipment.

Even though this technique has been applied in actual cases, it has been continuously a research project administered by the Laboratory. In all instances the suitability of applying such interrogation in a particular case has been passed on by the Investigative or Domestic Intelligence Division. It is proposed that no change be made in this regard and that authorization from the Bureau would be a requirement before use in any investigative situation. The proposal, therefore, would not relax the controls but would be a means of saving travel expenses and at the same time make the equipment available in other field districts. It would be necessary to purchase additional equipment at an estimated cost of \$6,000 to \$8,000. If approved, the school is proposed for late September or early October.

RECOMMENDATION:

The Executives Conference unanimously recommends the approval of the above proposal.

OK  
H

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

66-2554-12697



RA

The Director

The Executives Conference

9/15/59

323,013  
ALL INFORMATION CONTAINED  
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DATE 3-19-92 BY SP5 scj/deg

Lecture on "The Usage of Dogs in Law Enforcement" before  
FBI National Academy

Assistant Director DeLoach, by memorandum of 9/9/59, advised that Dan Burkhardt, Department Adjutant of the American Legion in the State of Maryland, has a hobby of training dogs for law enforcement and has been of great assistance to the Baltimore Police Department in that connection. Mr. DeLoach witnessed an exhibition by Burkhardt during the American Legion Convention in Minneapolis, Minn. DeLoach recommended that consideration be given to having Burkhardt appear as a lecturer before the National Academy on the subject "The Usage of Dogs in Law Enforcement."

The Conference fully discussed this matter and it was pointed out that the use of dogs in police work is becoming more and more prevalent. Trained dogs are utilized by the Baltimore, Maryland Police Department, the St. Paul, Minnesota, Police Department, the Richmond, Virginia Police Department, and numerous other places. The Conference was advised that this would be a discussion of the use of dogs in law enforcement without endorsing such usage. It was felt this would be an appropriate matter to discuss before the National Academy just to keep them current on items pertaining to law enforcement.

Messrs. Tolson, McGuire, Rosen, Clayton, Trotter, Callahan, Wick and Tamm recommend approval of this lecture.

Mr. Parsons is opposed to the recommendation, feeling that dogs may be utilized in such a manner that they will cause injury to individuals thereby subjecting the police department to criticism and also the FBI for teaching such methods in the National Academy. Parsons feels that this could best be handled by having a Bureau employee conduct a study of available literature concerning dogs and then present the lecture.

If you approve the majority recommendation, appropriate arrangements will be made with Mr. Burkhardt to lecture sometime in the future.

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

NOTE: A files check on Burkhardt indicated nothing that would preclude such an invitation. QT:HD

1 - Mr. Tamm  
1 - Mr. Clayton

This memo refers to Memo DeLoach to Mr. Tolson 9/9/59 re Usage of Dogs in Law Enforcement.

Respectfully,  
For the Conference

Clyde Tolson

6 18 SEP 18 1959

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : The Executive Conference

SUBJECT: USE OF NEW SIGN-IN REGISTERS  
SEAT OF GOVERNMENT DIVISIONS

Forms 0-10 and 0-10a

Mr. Tolson	_____
Mr. Boardman	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Ladd	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn	_____
Mr. Nease	_____
Miss Gandy	_____

On 7/22/59, the following were present at the Conference:  
Messrs. Tolson, Bowles, Conrad, Clayton, Edwards, Sizoo, Rosen, McGuire, Mohr and Watson.

Conference considered question of instituting use of a new sign-in register at Seat of Government (SOG). Triggered by Detroit situation where Agents were alleged to be cheating on signing in and out on registers, field has been instructed to use chronological arrangement whereby all employees sign in and out in order of arrival or departure. Same system was ordered instituted at SOG, but Identification and Files and Communications Divisions requested to be exempted because they felt present system was better suited to their needs and that proposed system would create problems. Their employees are practically all clerks for whom overtime is not computed, and their sign-in registers are closely supervised so they felt proposed system would offer no advantages. Identification Division system is based on a card used by each employee on which attendance and leave are recorded for entire pay period, and signing in and out is done under close visual supervision in all instances. Mr. Mohr recommended on 7/17/59 that all divisions at SOG continue present system.

Conference agreed that main objective was to tighten up on registers and that problem stems primarily from need for recording overtime by Agents. Conference felt there is no need to change sign-in system for 4,000 clerical employees at SOG as there has been no problem with them and present system is more economical. For example, under present system only one sheet of paper is used per week for twenty-one clerical employees' sign ins; whereas, under proposed system there would be more than one sheet per day. This means that there would be more than five times as many sheets of paper to file (we maintain these records for three years). Conference also agreed that it would be desirable to institute chronological system of signing in and out by Special Agent supervisors at SOG.

323013  
3-19-92 SP5C/dep

ORIGINAL COPY FILED IN

W. C. Sullivan  
Tele. Room  
Holloman  
Gandy

Enclosure  
1 - Mr. Tolson  
1 - Mr. Clayton

NOT RECORDED  
AUG 19 1959

Form number 0-10a  
was filed in 215 sign-in sheet  
at SOG. with me  
3/15/59 23 AUG 19 1959  
2-

11-22-59  
11/19/59

Executives Conference Memorandum  
Re: Use of New Sign-in Register  
Seat of Government Division

*see tentative re  
new form number O-10a  
dk*

A new form of register (O-10, copy enclosed) was previously approved which will work very well for Agent supervisors at SOG to sign in and out chronologically. The old form of O-10 is better suited for signing in and out by clerical employees and its use should be continued.

Conference unanimously recommended, therefore, that (1) Special Agent supervisors in all SOG divisions hereafter sign in and out chronologically and (2) present systems of signing in and out be maintained for clerical employees. If you approve, appropriate instructions will be issued by Training and Inspection Division.

*✓ EPC  
7/22*

*✓*

*OK  
dk*

September 21, 1959

Mr. Tolson

The Executives Conference

LIAISON PARTY - 1959

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-19-92 BY SP-5 ci/def

On September 21, 1959, the Executives Conference, consisting of Messrs. Tolson, McGuire, Tamm, Rosen, Parsons, Trotter, Mohr, Wick, Clayton, and Belmont considered the question of the 1959 Liaison Party for liaison contacts which is usually held between early November and mid-December each year. It has been ascertained that the dates of November 12 and 18, 1959, appear to be appropriate, and a check with the White House and State Department indicates there are no other functions presently scheduled that might conflict with our affair. Furthermore, we know that suitable space is available on those two dates both at the Army-Navy Country Club (ANCC) and at the Mayflower Hotel.

The Conference felt it might work out best this year to hold the affair from 5:30 p.m. to 7:00 p.m., one-half hour earlier than last year, as this will give a number of persons an opportunity to attend without conflicting with any dinner engagements.

As to the location for the affair, two sites were considered, the ANCC where we have held these affairs annually since 1953, and the Mayflower Hotel's Colonial Room, where we have held a number of National Academy affairs in the past. The ANCC has certain definite advantages, being located convenient to the Pentagon from which a number of our guests come. In addition, its location and surroundings are well known to most of our guests and the general atmosphere, particularly the great degree of privacy, has been most conducive to successful affairs in the past. The ANCC would also cost less. Last year our party there for 171 persons cost \$727.14.

The Mayflower Hotel also has certain advantages, including a more central location and possibly more prestige. As to the estimated cost, after checking with the hotel it appears that on the basis of an anticipated 175 guests and the best food menu the total cost would be approximately \$1200, and might possibly go over that amount depending on the consumption of liquor by our guests.

- Tolson \_\_\_\_\_
  - Belmont \_\_\_\_\_
  - DeLoach \_\_\_\_\_
  - McGuire \_\_\_\_\_
  - Mohr \_\_\_\_\_
  - Parsons \_\_\_\_\_
  - Rosen \_\_\_\_\_
  - Tamm \_\_\_\_\_
  - Trotter \_\_\_\_\_
  - W.C. Sullivan \_\_\_\_\_
  - Tele. Room \_\_\_\_\_
  - Holloman \_\_\_\_\_
  - Gandy \_\_\_\_\_
- 1-Mr. Tamm  
1-Mr. Clayton  
1-Mr. Belmont (sent direct)
- FAE/JME:m1s (5)  
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REC-19

66-2554-12699

SEP 23 1959

EX.

67 SEP 25 1959

EXECUTIVES CONFERENCE MEMORANDUM  
RE: LIAISON PARTY - 1959

RECOMMENDATION:

It is unanimously recommended by the Executives Conference that the Liaison Party be held from 5:30 p.m. to 7:00 p.m. on the evening of November 12, 1959, and that appropriate arrangements be made with the Mayflower Hotel for the use of the Colonial Room.

OK  
N

If the Director approves, a guest list will be prepared and an invitation will be drawn up along the same lines as the one used last year. With the Director's permission, his name will be set forth on the invitation as the host.

OK  
N

9/24/59

MR. TOLSON

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-19-92 BY SP5 cjd/eg

This is one of a series of memoranda to be submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Belmont, Clayton, Parsons, Mohr, McGuire, Wick, Trotter and Tamm being present.

The Conference considered the recommendation that candidates of the National Academy be a regular, full-time officer of a qualified agency and have at least 5 years of law enforcement experience.

The present requirement is at least 2 years of law enforcement experience and, in this connection, it should be noted that in the present class of 97 men there are 7 men who do not have 5 years' experience; 4 of these men, however, have over 4 years' experience and the other 3 men have 2-1/2 to 4 years' experience. The 2-year requirement was placed to take care of those instances in which some sheriffs, newly elected, would not have more than 2 years' experience.

The Conference unanimously recommends that the eligibility requirements with regard to law enforcement experience for the National Academy be raised to 5 years' experience in law enforcement.

RECOMMENDATION: If approved, appropriate instructions will be issued.

QT:HD  
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- Tolson 1 - Mr. Tamm
- Belmont 1 - Mr. Clayton
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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67 SEP 25 1959 TELETYPE UNIT

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66-2554-12700  
SEP 25 1959

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(ST)

9/23/59

Mr. Tolson

Executives Conference

FBI NATIONAL ACADEMY

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-19-92 BY SP-5 cid/eq

This is one of a series of memoranda submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Rosen, Clayton, Parsons, Trotter, Mohr, Belmont, McGuire, Wick and Tamm being present.

The Conference considered the recommendation that the application for attendance at the National Academy as submitted by the applicant be revised to more closely conform to the present application utilized in connection with Bureau applicants, the purpose of that to be to insure getting more detailed and precise background information to facilitate investigation by requiring the applicant to list, in addition to his mother and father and children over fifteen years of age, his brothers and sisters so that their names may be checked through the Bureau and field indices. A copy of the proposed form is attached hereto.

The Conference unanimously recommends approval of the new revised application form for attendance at the National Academy. If approved, an appropriate supply will be ordered and transmitted to the field.

Enclosure

- 1 - Mr. Tamm
- 1 - Mr. Clayton

EX:

OK  
JK

66-7557-12701

QT:mas  
(5)

REC-36

SEP 25 1959

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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67 SEP 25 1959

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(ST)

Mr. Tolson

9/23/59

Executives Conference

FBI NATIONAL ACADEMY

This is one of a series of memoranda submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Rosen, Clayton, Parsons, Trotter, Mohr, Belmont, McGuire, Wick and Tamm being present.

The Conference considered the question of weight requirements for National Academy applicants.

The Conference unanimously recommends that applicants for attendance at the National Academy be required to meet the maximum allowable weight as indicated by the Metropolitan Life Insurance Company chart. If approved, appropriate instructions will be issued to the field.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

OK  
H

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DATE 3-19-92 BY SP-5 cld/deg

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REC-36

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EX-1

2 SEP 25 1959

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

67 SEP 28 1959 TELETYPE UNIT

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9/23/59

Mr. Tolson

Executives Conference

FBI NATIONAL ACADEMY

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-19-92 BY SP-5 cjd/def

This is one of a series of memoranda submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Rosen, Clayton, Parsons, Trotter, Mohr, Belmont, McGuire, Wick and Tamm being present.

The Conference considered the recommendation that at the time of the submission of the application for attendance of a candidate at the National Academy, the application contain as its first sheet a certification by the nominating official containing the following wording: "I realize the primary purpose of the National Academy is to train outstanding law enforcement officers as instructors and administrators. Further, I believe the officer nominated herein is basically qualified to fulfill this purpose upon return to his organization after graduation. Specifically, I understand the nominee meets the following minimum requirements:" (this to be followed by an enumeration of the new requirements which have been recommended by memoranda). A copy of the proposed certification is attached hereto.

The Conference unanimously recommends the adoption of this recommendation. If approved, appropriate instructions will be issued.

Enclosure

- 1 - Mr. Tamm
- 1 - Mr. Clayton

QT:mas  
(5)

OK  
H

A

REC-36

66-7554-12703

SEP 25 1959

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

7 SEP 25 1959  
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MR. TOLSON

9/24/59

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-19-92 BY SP-5 ci/dey

This is one of a series of memoranda to be submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Belmont, Clayton, Parsons, Mohr, McGuire, Wick, Trotter and Tamm being present.

The Conference considered the recommendation that candidates for the National Academy have an educational background of at least a high school diploma or its equivalent. The equivalent to a high school diploma would be in those cases where a man has had some high school and then, before completion of high school, entered the armed forces and, during his service in the armed forces, took an examination which qualified him to receive a high school certificate equal to a high school diploma.

There is no educational requirement at the present time for attendance at the National Academy.

The Conference unanimously recommends that a candidate to be considered must have a high school education, possessing a high school diploma or its equivalent.

RECOMMENDATION: If approved, appropriate instructions will be issued.

EX

OK

QT:HD  
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REC-36

66-7554-124704

- 1 - Mr. Tamm
- 1 - Mr. Clayton

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
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- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
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2 SEP 25 1959

*[Handwritten signature]*

67 SEP 25 1959

*gaw*

9/24/59

THE DIRECTOR

0 EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY

FBI/NA

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-19-92 BY *SSA/cjdy*

This is one of a series of memoranda to be submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Belmont, Clayton, Parsons, Mohr, McGuire, Wick, Trotter, Rosen and Tamm being present.

The Conference considered the recommendation of the Inspector that candidates for the National Academy be required to pass a written examination administered by the SAC, designed to test candidates' reasoning, general knowledge and ability to express himself, particularly in the fields of administrative and training functions in a law enforcement agency.

Messrs. Rosen, Clayton, Parsons, Trotter and Mohr are in favor of having a written examination, feeling that this will aid in the selection of candidates and help determine the man's ability, intelligence, and educational background. They feel that the written examination will be another means of weeding out undesirable candidates.

Messrs. Tolson, Belmont, McGuire, Wick and Tamm are opposed to the recommendation for a written examination. They feel it would be difficult to administer from the standpoint of the examination itself and the relationship of the questions to the man's previous law enforcement training and background; certain candidates who would be acceptable would have difficulty with a general examination because of the nature of their assignments within their respective departments. These men also feel it would be extremely difficult to eliminate a man on the basis of an examination or to use the examination as the basis for the elimination.

Based upon the decision of the Director, appropriate instructions will be issued.

EX

Respectfully,  
For the Conference

- Tolson CT/HD
- Belmont 5
- DeLoach 5
- McGuire
- Mohr
- Parsons
- Rosen
- Tamm
- Trotter
- W.C. Sullivan
- Tele. Room
- Holloman
- Gandy

Mr. Tamm  
Mr. Clayton

67 SEP 28 1959

MAIL ROOM  TELETYPE UNIT

*DeLoach* REC-94 *6-25-59* 12705  
Clyde Tolson  
12 SEP 23 1959

*JD*

MR. TOLSON

9/24/59

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY

323 013  
ALL INFORMATION CONTAINED  
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DATE 3-18-92 BY SP5 CJP/ajc

This is one of a series of memoranda to be submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Belmont, Clayton, Parsons, Mohr, McGuire, Wick, Trotter and Tamm being present.

The Conference considered the recommendation in connection with the National Academy that candidates for attendance at the Academy be a male, not less than 25 years old; or more than 50 years of age at the beginning date of the session.

It should be noted that the maximum age is the present requirement. There has been no minimum age requirement. In the present National Academy Class, of the 97 men there are no men under age 25. There are not in this class any men over 50. 60 of the men in the class are 35 or older, this, of course, leaving 37 under 35. Of the 15 Chiefs of Police in the class, 11 are over 35, as are the two sheriffs.

The Conference unanimously recommends that the age requirements for National Academy candidates be not less than 25 years and not more than 50 years of age.

RECOMMENDATION: If approved, appropriate instructions will be issued to the field concerning the age requirements.

QT:HD  
5

OH  
Z

REC-51

66-2554-12706

SEP 25 1959

*[Handwritten signature]*

- 1 - Q. Tamm
- 1 - Mr. Clayton

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
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- Gandy \_\_\_\_\_

MR. TOLSON

9/23/59

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED -  
DATE 3-18-92 BY SP5CJ/deq

This is one of a series of memoranda to be submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Belmont, Clayton, Parsons, Mohr, McGuire, Wick, Trotter and Tamm being present.

The Conference considered the recommendation that the Special Agent in Charge take steps to insure a more influential part in selecting candidates for the National Academy, this to be done as a part of long-range public relations and normal day-to-day dealings with the department heads to indoctrinate them to the essentiality of selecting the most outstanding candidates available. Further, upon receiving nomination of candidate to attend a specific session from the department head, the SAC should promptly consult with the department head to satisfy himself that the candidate nominated is the best available and the one whose position in the department will enable him to carry out the Academy's objectives through instruction and administration on his return to the department.

The Conference unanimously agrees with this recommendation and feels that appropriate instructions should be issued to the field that greater selectivity of candidates can be obtained by proper liaison and proper contact with the nominating official so that in a tactful and proper manner the SAC may play a more dominant part in the selection of candidates.

If approved, appropriate instructions will be issued to the field.

B

QT:HD  
5

*Inspectors should be instructed to look into this in every field office inspection*

*66-2554-12707*

REC-65

14 SEP 28 1959

*[Handwritten signature]*

EX.

- 1 - Mr. Tamm
- 1 - Mr. Clayton
- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

67 SEP 28 1959 MAIL ROOM TELETYPE UNIT

THE DIRECTOR

9/23/59

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP5CJ/deg

This is one of a series of memoranda to be submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59.

The Executives Conference considered the recommendation that National Academy sessions continue at the rate of two a year, as now, but limit attendance to 60 men a session. Sessions now approximate 90 men, with 97 men in the present session.

Messrs. McGuire, Wick, Trotter and Tamm recommend that the size of the National Academy sessions continue as they are now. These men feel that we can train approximately 90 men in the National Academy class with our present facilities; that the best interests of the Bureau appear to be served by placing as many graduates in the field as it is possible; that by a reduction in the size of the classes the waiting period for attendance will be increased which could result in increased inquiries on the part of Congressmen and Senators and ranking officials around the country as to the possibility of attendance of a particular candidate at a particular session.

Messrs. Tolson, Belmont, Clayton, Parsons and Mohr recommend that the sessions be limited to 60 men per session, pointing out that they feel that smaller classes will result in better selection of individuals to attend the Academy and better instruction because of the smaller class. The majority of the conference feel that geographical distribution of the graduates can be handled by having representation, where possible, from each of the Bureau's 53 field divisions.

Based upon the decision of the Director, appropriate instructions will be issued to the Training & Inspection Division. *66-2554-12708*

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*I share this view*

QT:HD  
(5)  
67 SEP 28 1959  
1 - Mr. Tolson  
1 - Mr. Clayton

9/23/59

Mr. Tolson

Executives Conference

FBI NATIONAL ACADEMY

This is one of a series of memoranda submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Rosen, Clayton, Parsons, Trotter, Mohr, Belmont, McGuire, Wick and Tamm being present.

The Conference considered the recommendation that on receipt of the completed investigation and physical examination report, the National Academy desk prepare a summary memorandum and a definite recommendation for appointment of candidate to the session, such summary to be in the format followed in Bureau applicant cases.

It should be noted that the present summary is in the form of a memorandum.

The Conference unanimously recommends the adoption of this recommendation. If approved, appropriate instructions will be issued.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

323,013  
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HEREIN IS UNCLASSIFIED  
DATE 3-23-92 BY SP5 cld/g

QT:mas  
(5)

*also  
Sacs should be  
instructed to  
personally interview  
NA candidates before  
submitting recommendations  
for attendance at  
Academy*

*Yes*

REC-40

66-2557-12789

SEP 23 1959

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

67 SEP 29 1959 UNIT

9/23/59

Mr. Tolson

Executives Conference

FBI NATIONAL ACADEMY

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP-5 *Sci/deg*

This is one of a series of memoranda submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Rosen, Clayton, Parsons, Trotter, Mohr, Belmont, McGuire, Wick and Tamm being present.

The Conference considered the recommendation that in any case where a candidate has been previously completely investigated but his attendance at the National Academy session deferred for reasons not precluding future attendance, such a candidate not be appointed for attendance at future sessions if the investigation is more than six months old until and unless such investigation is brought into a current status. Where such investigation is less than six months old but more than ninety days old, the National Academy desk must require the field to make a current office indices, credit and criminal check, in addition to those made at the Seat of Government, and to report specifically in the summary memorandum recommending the candidate's appointment.

The Conference unanimously recommends approval of this. If approved, appropriate instructions will be issued.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

*Field should be told investigations are to be as thorough as in case of Special Agent Applicants*

*Yes H*

QT:mas  
(5)

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

REC-40 66-2554-12710

SEP 28

MAIL ROOM  TELETYPE UNIT   
67 SEP 29 1959



MR. TOLSON

9/23/59

EXECUTIVES CONFERENCE

~~N.A.~~  
~~FBI NATIONAL ACADEMY~~

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP5ci/deg

This is one of a series of memoranda to be submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Belmont, Clayton, Parsons, Mohr, McGuire, Wick, Trotter and Tamm being present.

The Conference considered the recommendation that eligible organizations be required to submit nominations to attend the National Academy at least six months in advance of the date of the session for which nominated. The Inspector noted that most departments already comply with this but some departments (New York City Police Department, Chicago, Illinois, Police Department, Indiana State Police and the Police of Puerto Rico) usually do not select nominees until just a few weeks before the session begins.

The Conference unanimously is of the opinion that a six-month period for the nomination of a specific candidate is not necessary, it being noted that some departments have an elaborate selection system within their own department and some of the officials are reluctant to recommend a man too far in advance because of many factors and things that could happen to the nominee. The Conference unanimously recommends that nominees for a particular session be submitted by all departments 90 days before the start of that session.

RECOMMENDATION: If approved, appropriate instructions will be issued to the field that all nominees for a particular session must be submitted 90 days prior to the starting date of a session.

B.K.  
Z

REC-36 66-2554-12711

14 SEP 28 1959

EX.

- Tolson \_\_\_\_\_
- Belmont 5
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr 1 - Mr. Tamm
- Parsons 1 - Mr. Clayton
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

MAIL ROOM  TELETYPE UNIT   
67 SEP 29 1959

4  
(21)  
MR. TOLSON

Sept. 22, 1959

THE EXECUTIVES CONFERENCE

~~X~~ INTEROFFICE COMMUNICATION EQUIPMENT

On September 21, 1959, the Conference considered the need for replacing the staff Dictograph System.

Actually, we have two Dictograph Systems. One is the Director's (Executive) System which has been revised and since it is the most modern equipment of its type and has features not incorporated in the system under consideration, it is not proposed to make any change in the Director's Executive System. The staff Dictograph System serves as an interoffice communication system between division officials and between those officials and key members of each division's staff. This system is more than 20 years old. Both the equipment and the cables have deteriorated to the extent that they constitute a maintenance problem.

A survey has been made of all available systems to determine the most suitable as a replacement. To replace this equipment with modern Dictograph equipment would require a cash purchase expenditure of approximately \$11,000. We would still pay for maintenance on a contract basis. We would own the equipment and pay for any replacements. Of all the equipment available, it appears that the most suitable is a system produced by Western Electric Company and available through the Telephone Company. This equipment would be rented the same way as we rent our present telephone service. Maintenance and service would be provided without charge by Telephone Company personnel available 24 hours a day in this building.

With this new system a single instrument (picture attached) will serve both as a telephone and intercom phone. Push buttons will serve to select either the desired telephone line or to ring other officials on the intercom system. There will be an initial charge for installation of approximately \$2,500. There will be a monthly increase in telephone charges of \$333.00 or approximately \$10,000 per year. A portion of this would be offset by the savings for installation and maintenance of a new Dictograph System of approximately \$2,800 per year. Therefore, the total cost to the Bureau for this new system on an annual basis would be approximately \$7,400 per year. It would give the Bureau the most modern, reliable and flexible intercom system available for this purpose.

Mr. Clayton  
Mr. Tamm

323 013  
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DATE 3-16-92 BY SP-5 CJD/deg  
EX.

REC-59 66-7554-12718

P/mek (6)

MAIL ROOM  TELETYPE UNIT

closure 67 SEP 29 1959

13 SEP 20 1959

Tele. Room  
Mr. Tolson  
Mr. Boardman  
Mr. Nichols  
Mr. Belmont  
Mr. Mohr  
Mr. DeLoach  
Mr. Casper  
Mr. Callahan  
Mr. Conrad  
Mr. Felt  
Mr. Gale  
Mr. Rosen  
Mr. Sullivan  
Mr. Tavel  
Mr. Trotter  
Tele. Room  
Miss Holmes  
Miss Gandy

**Executives Conference Memorandum to Mr. Tolson**  
**Re: Interoffice Communication Equipment**

It does not incorporate the priority ringing system such as that in the Director's Executive Dictograph System and as previously mentioned, no change is contemplated in the latter system. It would serve to connect the members of the Executives Conference and Miss Gandy, and would permit rapid communication between the division officials and key members in the divisions. One outstanding feature of this system is the maintenance and service available from the Telephone Company people in this building without additional cost. We have been advised that systems of this type, although larger, are being installed by the Post Office Department and the Department of Agriculture.

The Telephone Company has advised that after the order is placed, it will take approximately 60 days to acquire the equipment and that in order to do the work without inconvenience to the Bureau, several months will be required. We will, of course, follow to see that the work is done at such times as not to inconvenience key officials or interfere with Bureau operations.

The Conference consisting of Messrs. Tolson, McGuire, Tamm, Rosen, Belmont, Wick, Clayton, Trotter, Mohr and Parsons, recommends installation of this system.

*JM 9/23*      *OK H*      *ERC 4/24*

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

MAIL ROOM  TELETYPE UNIT

9/14/59

Mr. Tolson

The Executives Conference

SUGGESTION #35-60  
Submitted by Mrs. [redacted]  
New York Office

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP5 cld/ef

b6  
b7c

**SUGGESTION:** That ~~Alien Enemy Registration Index Cards~~ in Field Office Indices be destroyed. These cards originally referred to Alien Enemy Registration files maintained in our offices, but which were destroyed after World War II; any data of importance or value was placed in an individual case file or indexed in a general file and the rest was destroyed.

**BACKGROUND:** SAC Letter 78, Series 1947, dated 6-24-47, advised the field that the Bureau had received authority from National Archives for the destruction of all Alien Enemy Registration Files in the field offices of the FBI. It was instructed that the index cards concerning these files should remain in the general indices since the notation on these cards that the subject was involved in Alien Enemy Registration would serve as notice that further information could be obtained by contacting the Immigration and Naturalization Service.

On 12-5-52 the Executives Conference considered and recommended unfavorably the suggestion that the Alien Enemy Registration Index Cards in the San Francisco Office (some 60,000 to 70,000 of them) be destroyed as no longer needed. (Bufile 100-200-332) It was estimated that these cards in the San Francisco Office were occupying cabinet space costing approximately \$675. At that time the New York Office, which had approximately 300,000 such Alien Registration-Index Cards, was opposed to destruction of the cards since they provided a lead and a flag to search Immigration and Naturalization Service files when necessary. The current suggestion is from the New York Office and has the approval of the office streamlining committee, the ASAC conference of that office, and the SAC.

66-2554-12713

1 - Mr. Tamm

EX. REC-96

SEP 30 1959

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Clayton

1 - Personnel file of Mrs. [redacted]

(Sent separately)

b6  
b7c

AGG:mbk

67 OCT 1 1959

TELETYPE UNIT

788-FILES

Executives Conference Memorandum

Re: Suggestion #35-60  
Submitted by Mrs. [redacted]  
New York Office

b6  
b7c

ADVANTAGES STATED:

The suggester points out that with all these Alien Enemy Registration Index Cards in the office indices, it is necessary each time an indices search is made to list any of these which might be on the same name. This means considerable work on the part of the Chief Clerk's Office in listing such references and time on the part of the agents and file reviewers. Many of these former alien enemies are now deceased, have been relocated or have become citizens, and the bare information that subject was once an alien enemy is of little help. All aliens are now required to register annually and current records can be checked if it is desired to determine whether or not a given person is an alien. Destruction of these cards would save about 10 indices cabinets in the New York Office alone.

RECOMMENDATION:

The Training and Inspection Division favors destruction of these Alien Enemy Registration Index Cards in all field offices at this time; the Bureau already has Archival authority to destroy them. (100-200-319)

EXECUTIVES CONFERENCE CONSIDERATION:

On 9/14/59 the Executives Conference, consisting of Messrs. Tolson, McGuire, Rosen, Clayton, Trotter, Parsons, Callahan, Wick and Tamm, unanimously recommended the adoption of the above suggestion. If approved, appropriate instructions will be issued to the field. QT:HD

*Director's Approval*  
OK  
H  
OK  
[Signature]

*fw  
SIT*

THE DIRECTOR

10/8/59

THE EXECUTIVES CONFERENCE

SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION (SAMBA)

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-89 BY SP5CJ/df

The Executives Conference on 10/7/59, Messrs. Tolson, DeLoach, McGuire, Rosen, Belmont, Tavel, Trotter, Mohr, Parsons and Tamm being present, discussed the question of the Special Agents Mutual Benefit Association (SAMBA) with reference to the effect of the new health legislation passed by the government, the new Federal Employees Health Benefits Act of 1959. This act provides for partial payment of premiums by the government for health and surgical insurance. Samba is covered by the act. The complete rules and regulations have not as yet been promulgated by the Civil Service Commission and cannot be expected until early in 1960.

The discussion centered around whether or not it would be advisable at this time for Samba, which has been closely associated with the War Agencies Employees Protective Association (WAEPA) in its operation due to a joint managership by Mr. Stacey K. Beebe and Mr. John Donovan who are employees both of Waepa and Samba, to separate its operations and open its own office at this time with its own manager and no longer be comingled with the operations of Waepa. This would mean discontinuing the services of Mr. Beebe as Manager of Samba, it being noted his contract with Samba does expire 11/20/59.

The rules under which the Civil Service Commission will permit the operation of an independent health and surgical operation have not as yet been finalized. A great deal depends upon the rules under which any association may operate. Until such rules are finalized and a definite understanding is had as to the type of contract to be written under Samba, it was the feeling of the majority of the Conference that we should continue our operation of Samba as it is going now and it may be continued on a month-to-month basis until a final decision can be made. The Samba operation at the present time is not causing any trouble. It is a smooth-working organization and should continue to be such an organization.

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

QT:HD  
5  
1 - Mr. Tamm  
1 - Mr. Clayton

REG-61

66-2554-127714

20 OCT 9 1959

EX

67 OCT 12 1959

MAIL ROOM TELETYPE UNIT

Mr. Parsons feels that we should split off from Waepa now and go out on our own.

Mr. Mohr feels that for the good of Samba, we should immediately discontinue our relationship with Waepa, hire our own manager, and operate our own office. He feels that this must be done now so that the manager will be completely familiar with the new rules when they are made and be in on the ground floor as manager of Samba.

Messrs. Tolson, DeLoach, McGuire, Rosen, Belmont, Tavel, Trotter and Tamm feel that we should continue our operation on a month-to-month basis in the manner in which it is presently being conducted and await developments with regard to the Civil Service regulations.

Respectfully,  
For the Conference

  
Clyde Tolson

October 14, 1959

MR. TOLSON

THE EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY -- RETRAINING SESSION

At the Executives Conference on October 14, 1959, the Conference considered whether or not the FBI National Academy would hold a retraining session in Washington in 1960.

The Conference, consisting of Messrs. Tolson, Mohr, Tavel, McGuire, Rosen, Belmont, and Malone were unanimously in favor of not holding the session.

The field is being advised that there will be no retraining session in 1960.

RECOMMENDATION:

If you approve, the attached SAC Letter will suffice.

323,013  
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DATE 3-23-92 BY SP5 c/deg

Enclosure

JFM:wjmj  
(7)  
1 - Mr. Tamm  
1 - Mr. Clayton

OK

OK

ll

REC-98

66-2554-1275

10 OCT 16 1959

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

67 OCT 20 1959

TELETYPE UNIT



MR. TOLSON

9/24/59

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP5 w/def

This is one of a series of memoranda to be submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Belmont, Clayton, Parsons, Mohr, McGuire, Wick, Trotter, Rosen and Tamm being present.

The Conference considered the recommendation of the Inspector that candidates for the National Academy submit to a detailed formal interview by the SAC in charge of the territory covering the candidate.

The present requirement is that the SAC personally meet and appraise the applicant as meeting the basic qualifications and as being otherwise suitable for consideration, having in mind the purposes of the National Academy.

The Conference was unanimously of the opinion that candidates for the National Academy should be formally interviewed by the SAC of the office covering the candidate's territory and that no substitute be permitted for the SAC without prior Bureau authority. The Conference also feels that if the SAC conducting the initial interview is not the SAC at the time the applicant is considered for a specific session, the then SAC of the territory must re-interview the applicant and submit his recommendation. Any exceptions, such as might be warranted where the time interval is such that this would not be practical, must have Bureau approval. The Conference also recommends the utilization by the SAC of an interview sheet, copy of which is attached.

RECOMMENDATION: If approved, appropriate instructions will be issued.

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Encl. *hd*  
 QT:HD  
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 1 - Mr. Tamm  
 1 - Mr. Clayton

REC-40

106-2354-127

10 OCT 16 1959

EX 104

53 OCT 30 1959

MAIL ROOM  TELETYPE UNIT

*1 copy to [unclear] 10-16*

9/24/59

MR. TOLSON

EXECUTIVES CONFERENCE

<sup>NIA</sup>  
FEDERAL NATIONAL ACADEMY

This is one of a series of memoranda to be submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Belmont, Clayton, Parsons, Mohr, McGuire, Wick, Trotter and Tamm being present.

The Conference considered the recommendation that in connection with National Academy applicant investigations, the field be instructed that the investigation be as extensive and complete as the investigation conducted of a Bureau employee.

The Conference unanimously recommends that appropriate instructions of this type be issued to the field in the form of an SAC Letter and to be included in the manuals covering this subject matter.

RECOMMENDATION: If approved, appropriate instructions will be issued.

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DATE 3-18-82 BY SP-5/def

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REC-92

66-2554-12717

11 OCT 28 1959

- 1 - Mr. Tamm
- 1 - Mr. Clayton

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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Mr. Tolson

9/23/59

0  
Executives Conference

N.A.  
FBI NATIONAL ACADEMY

This is one of a series of memoranda submitted regarding the National Academy, which was discussed at the Executives Conference on 9/23/59, Messrs. Tolson, Rosen, Clayton, Parsons, Trotter, Mohr, Belmont, McGuire, Wick and Tamm being present.

The Conference considered the recommendation that the appointment summary prepared on National Academy applicants, after approval by the Training and Inspection Division be routed to the Assistant Directors of the Identification, Laboratory and Crime Records Divisions for their concurrence in the appointment of candidates, prior to the submission to Mr. Tolson.

The Conference is unanimously opposed to this suggestion. If approved, no further action is necessary.

- 1 - Mr. Tamm
- 1 - Mr. Clayton

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP-5/dep

y

QT:mas  
(5)

REC-47

66-2554-12718

EX.

11 OCT 28 1959

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

58 OCT 29 1959

MAIL ROOM  TELETYPE UNIT

October 28, 1959

The Director

The Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP-3 cjd/et

Present at the Executives Conference today, October 28, 1959, were Messrs. Tolson, Belmont, DeLoach, Mohr, Evans, Edwards, McGuire, Trotter, Parsons, and Clayton.

Pursuant to the Director's instructions, the conference was advised that the Director had noted a very definite need for more effective coordination between the various divisions and Mr. Mohr's office in bringing field executives into Washington for conferences, in-service training and the like. The conference was advised that the Director had noted that several field executives had appeared at the Seat of Government recently for a special conference on intelligence matters who were also in Washington a few weeks previously in connection with the usual two-day conferences. It was pointed out that this is, of course, a waste of money and it is imperative that more effective coordination be established immediately.

The conference was advised that in the future it would be necessary for all divisions to coordinate with Mr. Mohr's office in the scheduling of any type of conference or training necessitating the bringing of field executives to the Seat of Government. Further, it would be essential to justify by memorandum any instances where a field executive is being brought into the Seat of Government who was previously here a short time before. The memorandum should contain complete justification along with the reasons why it is necessary to bring the official to Washington, again and also point out just how many other officials will be in Washington at that time. Furthermore, Mr. Mohr will assure in the future that the number of field officials being scheduled for conferences at the Seat of Government at the same time will be kept at a reasonable minimum, also that there will not be a large number present during any given week.

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Tamm

1 - Mr. Clayton

ERC:RW

(5) MAIL ROOM TELETYPE UNIT

Respectfully,  
For the Conference

Clyde Tolson

11 OCT 28 1959

67 OCT 30 1959

MR. TOLSON

11/10/59

EXECUTIVES CONFERENCE

90-DAY RULE

323 013  
ALL INFORMATION CONTAINED  
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DATE 3/10/92 BY SP5 c/def

The Executives Conference on 11/9/59, Messrs. DeLoach, McGuire, Rosen, Belmont, Clayton, Parsons, Trotter, Mohr and Tamm being present, considered the so-called 90-day rule which deals with the elimination of the volume of reports sent to the Bureau in certain large-volume classifications.

Under this rule results of investigation by auxiliary offices are sent by report or other communication to office of origin and other auxiliary offices but not to the Bureau. Office of origin will not submit a report to the Bureau unless case is completed (closed or waiting for trial), or until 90 days have passed without completion, unless some special reason exists, such as major case, case with unusual public interest, or other reason making it obvious Bureau should be advised. This change in report writing was sent to the field by SAC Letter 59-27 dated 4/21/59 and the manuals were revised at the same time. Since that time the report writing rule has been modified so that the office of origin will submit to the Bureau current statistics on a current basis.

The purpose of this rule in report writing was designed primarily to reduce the large volume of reports being received at the Bureau from auxiliary offices in cases in which the investigation normally will be completed within a period of 90 days. In addition, it places upon the office of origin the burden of the supervision of the case. From the standpoint of records management, it has worked successfully and has materially reduced the amount of paper received for filing at the Seat of Government.

As of the time of the discussion at the Executives Conference, there were no known disadvantages which had occurred as a result of this change in report writing procedure.

**RECOMMENDATION:** The conference unanimously recommends the continuation of the present rule with regard to the submission of reports in volume-type cases.

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

QT:HD  
5  
1 - Mr. Clayton  
1 - Mr. Tamm

REC-22

66-2554-12720

10 NOV 27 1959

67 NOV 27 1959

ROOM [ ] TELETYPE UNIT [ ]

# Office Memorandum • UNITED STATES GOVERNMENT

DATE: November 5, 1959

TO : D. J. Parsons

FROM : B. J. White

SUBJECT: TEST SPECIMEN FILE

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

The Test Specimen File consists of bullets and cartridge cases from all weapons fired in the Laboratory and test specimens received from contributors. In addition an index card filed by file number and an index card filed by caliber is maintained for each weapon represented by test specimens in this file. The file has been in existence since 1932. It fills two filing cabinets and in the near future will require additional cabinets unless the size of the file is restricted.

It is believed that the tests in this file which are over fifteen years serve no useful purpose and will be of little or no further value for reference purposes. For this reason and to conserve space it is believed that these older specimens should be destroyed.

**RECOMMENDATION:**

- (1) That test specimens in Test Specimen File which are fifteen years old and older be destroyed.
- (2) That fifteen-year-old specimens be destroyed on an annual basis in the future during the month of January.
- (3) That the index cards representing the tests destroyed also be removed from the file and destroyed.

80-14

RAF:nw

(4)

ADDENDUM: 11/30/59. DJP:HD.

Approved by the Executives Conference on 11/30/59, Messrs. Tolson, Mohr, Trotter, Tamm, Clayton, Sizoo, McGuire, DeLoach and Parsons being present.

3-18-92 SP5C/deg  
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 HEREIN IS UNCLASSIFIED  
 DATE 5-8-81 BY 6383 VRT/dp

MEMOS  
 NOT RECORDED  
 15 DEC 9 1959

58 DEC 14 1959

ORIGINAL FILE IN 80-14-894

Started 12/3/59  
 Ticker Set  
 Jan 1960  
 Started 12/3/59

no objection by Mr. Jones

PA  
S.T.

THE DIRECTOR

11/23/59

EXECUTIVES CONFERENCE

~~RECEPTIONS~~  
JUSTICE BUILDING

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/18/92 BY SP-5 cjd/eq

Messrs. Tolson, Belmont, DeLoach, Mohr, McGuire, Rosen, Tamm, Trotter, Parsons and Clayton were present at the Conference today and considered the advisability of setting a uniform time in the Justice Building for holding receptions for employees celebrating their Twenty-fifth Anniversaries. The Conference was advised that on occasions the receptions are held from 4 to 5:30 p. m. and on other occasions they have been held from 4:30 to 5:30 p. m.

The majority of the Conference, consisting of Messrs. Belmont, DeLoach, Mohr, McGuire, Rosen, Tamm, Trotter, Parsons and Clayton, recommended that the receptions be scheduled from 4:30 p. m. to 5:30 p. m., with the provision that an exception could occasionally be justified by appropriate memorandum. A large number of employees have workdays ending at 4:30 p. m. For instance, the Administrative Division has approximately 125 employees located in the Identification Building, who have work hours from 8 a. m. to 4:30 p. m. In addition, the Administrative Division has employees with early shifts in the Old Post Office Building, the General Accounting Office Building and in the Justice Building. On occasion these employees would like to attend certain receptions in the Justice Building and, if the reception was scheduled to begin at 4:30 p. m., they would be attending on their own time. The majority of the Conference felt that all employees should be treated equally so far as possible and, therefore, felt in certain cases an exception would be in order. In case of an exception the reception could be scheduled from 4 p. m. to 5 p. m.

Mr. Tolson felt that all receptions should be scheduled from 4:30 p. m. to 5:30 p. m. with no exceptions.

Depending upon the Director's views, all divisions will be appropriately advised.

EX-11266-2554-12721  
Respectfully  
For the Conference

10 NOV 27 1959

Clyde Tolson

*I agree. If one is really interested in paying his respects in the time shouldn't matter.*

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- A.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

MAIL ROOM TELETYPE UNIT  
cc - Messrs. Clayton, Parsons  
ERC:DMG (5) NOV 27 1959

November 20, 1959

SAC, Newark (1-390)

Director, FBI

[Redacted]

COUNTY DETECTIVE  
UNION COUNTY PROSECUTOR'S OFFICE  
ELIZABETH, NEW JERSEY  
FBI NATIONAL ACADEMY APPLICANT

b6  
b7c

323,013

3/18/92 SP-Sci/deaf

Reurlet 10/26/59.

The application nominating [Redacted] is being returned herewith inasmuch as present procedures call for applications to be submitted on the new application form. It is desired that an Agent of your office take the application to Mr. H. Douglas Stine, Union County Prosecutor, and have him resubmit it on the new application form.

All pending applicants must be interviewed by you by January 1, 1960, and your recommendations of candidates must be based on your opinion that they are the best available candidates from your field office territory regardless of the date of application.

Enclosure

At time incoming letter was received, memorandum was written from Mr. Tamm to Mr. Tolson dated 10/29/59 setting out the view that it was not necessary to interview [Redacted] at this time, making it unnecessary to answer Newark's letter. Present letter based on Executives Conference memorandum to The Director, 11/12/59, re: FBI National Academy.

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166-2554-  
NOT RECORDED  
120 NOV 24 1959

MAILED 11  
NOV 20 1959  
COMM-FBI

Mr. Tolson  
Mr. DeLoach  
Mr. Mohr  
Mr. Bishop  
Mr. Casper  
Mr. Callahan  
Mr. Conrad  
Mr. Felt  
Mr. Gale  
Mr. Rosen  
Mr. Sullivan  
Mr. Tavel  
Mr. Trotter  
Tele. Room  
Miss Holmes  
Miss Gandy

LAF: gft  
(4)

168  
DEC 1 1959

ORIGINAL FILED IN 1-9216-1



November 8, 1959

MR. TOLSON

THE EXECUTIVES CONFERENCE

The Executives Conference of November 9, 1959, consisting of Messrs. Parsons, Clayton, DeLoach, McGuire, Tamm, Trotter, Belmont, Rosen, and Mohr, considered a suggestion which was made by Mr. Dan Lacey, President, Central State Bank, Oklahoma City, Oklahoma, that the FBI consider distributing to banking institutions decals citing the FBI's jurisdiction under the Bank Robbery Statute. Mr. Lacey made the suggestion upon receipt of the Bureau's poster which is to be placed in banks for the same purpose.

The Exhibits Section of the Administrative Division has prepared a proposed decal, which is attached, and the Government Printing Office has indicated they can prepare 120,000 copies for approximately \$400.

The Conference unanimously recommended that we order 120,000 copies of the sample decal and that they be distributed.

323 013  
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DATE 3/18/92 BY SP-5/def

OK  
A  
H

Enclosure

- 1 - Mr. Tamm
- 1 - Mr. Clayton

JPM:hif  
(5)

REC-73

66-2574-12702

DEC 3 1959

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Guire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

F310  
35 DEC 4 1959 TELETYPE UNIT

Mr. Tolson

11-19-59

The Executives Conference

323,013

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DATE 3/18/92 BY SP-5CJ/deg

SUGGESTION #195-60

Submitted by Mr. [redacted]  
Files and Communications Division

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b7c

**SUGGESTION:** That postdated mail addressed to field divisions which has been approved and forwarded to Mail Room for transmittal, be mailed on day received in Mailing Unit. Advantages: eliminate one processing step and give field advantage where deadline may be set.

**PRESENT PROCEDURE:** Requires examination of mail for sorting by date when first received. After current-date mail dispatched, postdated (next day) mail is reviewed to make certain it is in proper form for mailing and does not have to be returned for initials, enclosures, et cetera. It is then retained overnight and the following day the same checks are repeated prior to mailing. (Duplicate processing necessary to make certain extraneous material has not become mixed with mail. Thus if suggestion adopted, one unnecessary step would be eliminated.)

**OBSERVATIONS:** Postdating mail is necessary to meet deadlines set by reviewing officials. There are general guide-lines for determination of the level at which mail can be authenticated and sent to Mail Room for dispatch. Because of the variety of types of mail to field daily from various Seat of Government Divisions, an attempt to list each level authorized to give final approval for each specific type or combinations of types to determine date would be so voluminous as to defeat its purpose.

Attached results of 4-day survey of postdated mail received in Mail Room shows a total of 34 pieces received. While processing it can be done in matter of seconds as a rule, it still requires additional work which could be avoided. (Estimated at negligible 8 1/2 minutes per day, using reasonable average of 30 seconds for each piece). Even if mail is received by field divisions on day dated or even one day prior to date of communication, no embarrassment is foreseeable.

REC-61

EX 109

66-3554-12723

- Tolson \_\_\_\_\_
- Belmont 1 - Mr. Clayton
- DeLoach 1 - Mr. Tamm
- McGuire \_\_\_\_\_
- Mohr 1 - Personnel File of Mr. [redacted]
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

AGG:jap

DEC 1 1959

DEC 3 1959  
(sent separately)

b6  
b7c

MAIL ROOM  TELETYPE UNIT

Memorandum to Mr. Tolson  
Re: SUGGESTION #195-80  
Submitted by Mr. [REDACTED]  
Files and Communications Division

b6  
b7c

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 11-16-59, Messrs. Tolson, Parsons, Trotter, Mohr, DeLoach, Rosen, Belmont, Clayton, Waikart and Tamm being present, considered this suggestion and unanimously recommended adoption of it in so far as postdated mail is concerned which is addressed to field offices and has been approved at division level for forwarding directly to the Mail Room. The idea was not approved for application to any other mail which by its nature is required to be approved by the Associate Director's office or by the Director prior to mailing.

If approved, the enclosed Memorandum to All Bureau Officials and Supervisors should be approved for printing.

Also, the enclosed revision for the Supervisors' Manual should be approved and forwarded to the Training and Inspection Division for further handling.

Also, the enclosed letter to Mr. [REDACTED] should be sent commending him for the submission of this suggestion.

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RA

THE DIRECTOR

11/12/59

EXECUTIVES CONFERENCE  
F. B. I. N. A.  
FBI NATIONAL ACADEMY

323013  
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HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP5/ajp

The Executives Conference on 11/9/59, Messrs. DeLoach, McGuire, Rosen, Belmont, Clayton, Parsons, Trotter, Mohr & Tamm being present, considered the question of interviews by Special Agents in Charge with FBI National Academy applicants.

By way of background, it is noted that in the survey conducted of the National Academy operations, Inspector H. L. Edwards' memorandum regarding the selection of National Academy candidates recommended that after an application was received by the field office, and following the SAC's conclusion that the candidate nominated was acceptable, the SAC will personally conduct a formal interview with the candidate. By Executives Conference memorandum of 9/24/59, which was one of a series to implement the recommendations of the Inspector, the Conference recommended that candidates for the National Academy be interviewed by the SAC and a special interview form was devised for conducting these interviews. No deadline was set in the recommendation by the Inspector as to how soon this interview must take place after the receipt of the application but, in order to set a deadline for such interviews, SAC Letter 59-62 dated 10/14/59 contained a provision that the interview must be conducted within 2 weeks after the receipt of the application.

The Newark Field Division raised the question in connection with a current application which had been submitted as to whether or not it would be advisable to interview a new applicant because of the fact that there were pending in the Newark Field Division many applications and an interview would indicate to the man that he was being considered actively when, as a matter of fact, his application might not be reached for consideration for a particular session for a period of 3 or 4 years.

66-2554-12724

EX 109

REC-5

The conference considered this whole matter and there was a divergence of opinion. The discussion centered around two points:  
(1) that the interview of an applicant not be conducted until he is being specifically considered for a particular session. The discussion in this

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

OTED  
5  
F310  
1 - Mr. Clayton

*[Handwritten initials]*

MAIL ROOM  TELETYPE UNIT   
6 DEC 9 1959

regard was to the effect that normally we have considered applicants in the chronological order in which their applications have been filed. This, of course, gives the Bureau a ready answer when inquiry is received concerning a particular application. It was further considered that where a man is academically and completely qualified for attendance at the National Academy, it would be extremely difficult to pass over a man based strictly on an opinion of the SAC conducting an interview and we might be charged with playing favoritism in passing over individuals who were qualified in favor of an individual whose application had been more recently submitted. It was also brought out during this discussion that it would still be possible to get a high caliber candidate on the basis of chronological consideration of applicants.

(2) Discussion also centered around the fact that some of the conference thought it would be advisable to conduct interviews of all of the candidates whose applications are presently pending and that the recommendation of the SAC be based not on chronological consideration but on the getting of the best man available regardless of when his application was submitted. In this connection it was pointed out that a determination cannot be made of the best available man unless all pending applicants are interviewed. It is noted that there are approximately 500 pending applications and that a high percentage of them will be concentrated in certain field divisions, such as Newark, Boston, the California offices, etc.

Messrs. Belmont, DeLoach, Rosen and Tamm are in favor of the first proposal; namely, that interviews be conducted of those persons being considered for a particular session based upon a chronological consideration of the date of the application and that interviews be conducted to the extent that satisfactory candidates are located for a particular session.

OK  
✓ Messrs. McGuire, Clayton, Parsons, Trotter & Mohr are in favor of conducting interviews of all pending applicants and that the recommendation of the SAC be based upon the best available candidate in his opinion from a particular locale regardless of the date of the application. They further recommend that all pending applicants be interviewed by January 1.

Based upon your approval of one of the two outlined procedures, appropriate instructions will be issued to the field.

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson

November 30, 1959

ST  
C

The Executives Conference

\*PHOTOGRAPHS  
IDENTIFICATION DIVISION

323,013  
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DATE 3-18-92 BY SP-5/def

The Executives Conference on 11-30-59, consisting of Messrs. Tolson, DeLoach, McGuire, Parsons, Sizoo, Clayton, Tamm, Mohr and Trotter, reconsidered the Bureau's policy pertaining to photographs in criminal arrest cases by local law enforcement agencies.

Trotter pointed out that this matter was last considered by the Conference on 3-15-50. The Conference at that time unanimously voted that an article be published in the Law Enforcement Bulletin discouraging the submission of loose photographs. It was estimated at that time that approximately 25,000 separate photographs were received annually. Many of these were not properly filled out on the back and it was necessary to return them for additional identifying data. Others did not have FBI numbers and this required a separate search through the Card Index Section of the Identification Division so that the FBI number could be ascertained. It was pointed out that if the number of such photographs received were reduced it would result in a considerable saving in employees' time in the Identification Division.

As a result of the Conference action, an article did appear in the Law Enforcement Bulletin issue of September, 1950, requesting contributors' cooperation in withholding the submission of photographs after a fingerprint card had once been submitted. The fingerprint contributors were asked to place a notation on the reverse side of the fingerprint card where normally the photograph would be placed to the effect that a photograph was available in the event it was subsequently needed. Similarly, all fingerprint contributors were asked to paste the photograph to the fingerprint card if it was available at the time the fingerprint card was submitted to us for search. We also changed our fingerprint card and added the following instruction in the photograph space: "Please paste photo here or indicate if available -- do not withhold submission of fingerprints waiting for development of photograph. Merely indicate in this space that photograph is available. Not necessary to submit photo later to FBI."

ORIGINAL COPY FILED IN 66-472-172

Trotter pointed out to the Conference that in some instances in the past submission of current arrest fingerprint cards by contributors has been delayed awaiting the development of the photograph of the subject. Later, when

- Tolson
- Belmont
- DeLoach
- McGuire
- Mohr
- Parsons
- Rosen
- Tamm
- Trotter
- W.C. Sullivan
- Tele. Room
- Holloman
- Gandy

1 - Mr. Parsons  
1 - Mr. Clayton

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53 DEC 14 1959

REC-3 66-2554-12725

DEC 10 1959

LT:VH  
MAIL ROOM  TELETYPE UNIT

Memorandum to Mr. Tolson

we received the prints and searched these, we found that the subject was wanted elsewhere and by the time our wanted notice came to light the subject had already been released in view of the delay in processing the photograph. Whenever this has occurred, we have again cautioned contributors to not delay submission of current fingerprint card awaiting development of the photograph.

For the most part, contributors are acceding to our desires in (1) not delaying submission of the current fingerprint card awaiting development of the photograph, and (2) not sending us a photograph at a later date for filing which becomes a searching and filing problem. The majority of our fingerprint contributors are cooperating in indicating that a photograph is available and in urgent cases, such as, identification orders and fugitive cases where the Bureau needs a photograph, we supply the lead to the field office where such a photograph may be obtained based upon information supplied by the contributor that a photograph is available.

The Executives Conference recommends unanimously that no change be made in our current policy on photographs.

*Before I decide how many  
Cards are received Annually  
without photos  
H.*

Mr. Tolson

11/20/59

The Executives Conference

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b7c

SUGGESTION #214-60  
Submitted by SAs [redacted]  
and Harry J. Morgan  
Investigative Division

323,013  
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DATE 3-18-92 BY SP5 CJD/df

EXECUTIVE CONFERENCE

SUGGESTION: That the first page only of the duplicate copy of payment request letters received from the field which are stamped "Approved" at the Seat of Government be returned in those matters involving criminal, racial and security informants.

CURRENT PRACTICE: Section 108-J2 of the Manual of Instructions states when requesting authority (RE INFORMANTS) to expend an additional sum aggregating \$200 on authority of the SAC, the field is to submit an original and two copies of letter containing requests. If authority is granted, a copy of the letter will be stamped "Approved" at the Bureau and returned to the field. This will serve as authority to expend additional sum requested. Section 107 N-9 states when payments as requested by the field are approved, the duplicate copy of the recommendation for authority to make payments will be stamped "Approved" at the Bureau and returned. If the recommendation is not approved, of course, correspondence is prepared. At the present when a letter requesting authority to pay an informant in criminal, racial, and security matters is received at the Seat of Government, the duplicate copy in most cases is stamped "Approved" and returned to the field. Some of these letters run as high as 15 or more pages. If this suggestion is adopted, only the first page of the duplicate copy of the payment request letter will be submitted by the field so that if the SAC's payment request is approved, the copy will be so stamped and returned to the field.

7

554-12726

OBSERVATIONS: The Investigative, Administrative and Domestic Intelligence Divisions agree that the suggestion should be adopted. It appears that adoption of this idea will result in a savings in space in informant files and a reduction in the amount of paper being sent to and from the Bureau on these matters relating to the payment

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- Loach \_\_\_\_\_
- Guire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

- Enclosures (5)
- 1-Mr. Glayton
- 1-Mr. Tamm
- 1-Personnel file of SA [redacted] (sent separately)
- 1-Personnel file of SA Harry J. Morgan (sent separately)

HJE/gf

b6  
b7c

DEC 10 1959 TELETYPE UNIT



Executives Conference Memorandum  
Re: SUGGESTION #214-60

of informants. Training and Inspection Division concurs with the above-named divisions in recommending adoption.

EXECUTIVES CONFERENCE CONSIDERATION: On 11/16/59, the Executives Conference, Messrs. Tolson, Mohr, Trotter, Waikart, Clayton, Parsons, DeLoach, Rosen, Belmont and Tamm being present, unanimously recommended adoption of this suggestion.

If approved, there are attached an SAC Letter and manual and Handbook revisions placing this suggestion into effect.

Also attached for approval are letters commending SAs [redacted] and Morgan for their submission of this worthwhile suggestion.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 11/6/59

FROM : Q. Tamm

SUBJECT: MANUAL OF RULES AND REGULATIONS  
FBI HANDBOOK  
INSPECTORS' MANUAL

- Mr. Tolson
- Mr. DeLoach
- Mr. Mohr
- Mr. Parsons
- Mr. Rosen
- Mr. Trotter
- Mr. W.C. Sullivan
- Mr. Tele. Room
- Mr. Holloman
- Miss Gandy

323 013  
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DATE 3-18-92 BY SP-5 cjd/eg

SAC Letter 59-65 sets out specific time limits for confirming in writing oral prosecutive discussions held with the United States Attorneys. These time limits should be added to the FBI Handbook, Manual of Rules and Regulations, and Inspectors' Manual. Enclosed for approval are the necessary revisions. It is pointed out that in these enclosed revisions the time limits have been applied to all oral discussions with the United States Attorneys including declinations.

RECOMMENDATION:

That the enclosed revisions be approved and returned to the Training and Inspection Division for handling.

ADDENDUM: 11/17/59 QT:hd

The Executives Conference on 11/16/59, Messrs. Tolson, Parsons, Clayton, Belmont, Rosen, DeLoach, Waikart, Trotter and Tamm being present, was advised of the proposed revisions for inclusion in the Manual of Rules and Regulations, the Inspector's Manual and in the Handbook. The revisions were unanimously approved by the conference.

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ENCLOSURES (3)  
FMB:mcc  
(4)  
66-1934  
67-030  
HLLB  
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EX-135  
Manual of Rules + Regulations  
Handbook + Inspectors'  
Manual  
Revised  
fmb

13 DEC 1959  
66-2557-1272  
RECORDED  
46 DEC 8 1959  
2-fmb

53 DEC 14 1959

EXEMPTED FROM AUTOMATIC  
DECLASSIFICATION  
AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
EXEMPTION CODE 25X(1)  
DATE 06-17-2011

11/23/59

MR. TOLSON

4  
(S) (T) Executives Conference  
[Redacted] (S)

~~SECRET~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

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(S) The Executives Conference, consisting of Messrs. Tolson,  
Belouch, McGuire, Tamm, Rosen, Clayton, Parsons, Trotter, Mohr,  
and Belmont, considered the Bureau's operations under the [Redacted]  
program.

[Large Redacted Area]

*Handwritten notes:*  
44-38861-13  
[Signature]

Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

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EX-124

REC-11

66-2534-12728

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MAIL ROOM  TELETYPE UNIT

55 DEC 21 1959

Mr. Tolson  
(from Executive Conference)

~~SECRET~~

b1

RECOMMENDATION:

(S)

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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~~SECRET~~

THE DIRECTOR

11/18/59

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY ASSOCIATES (FBI NAA)

~~FBI NAA~~

The Executives Conference on 11/16/59, Messrs. Tolson, Trotter, Mohr, Parsons, Clayton, Belmont, Rosen, DeLoach, Waikart and Tamm being present, considered a proposal submitted by Inspector J. S. Rogers of the Training and Inspection Division that the national organization of the FBI National Academy Associates (FBINAA) be abolished.

By way of background, it is noted that this national organization was formed when the first session of the Academy was held in 1935. After its formation, we held annual retraining sessions in 1936, 1937, 1938, 1939, 1940 and 1941. Each year the graduates elected a President and other officers. No retraining session and therefore no business meetings of graduates were held from then until 1947; since then we held one in 1949 and the last was in November, 1957. At each retraining session a business meeting was held of the Associates and a President and other officers elected. At the Retraining Session in November, 1957, the constitution of the NAA was amended to permit the election of officers by mail eliminating the necessity of holding a business meeting.

Throughout all the years that we have had a national organization we have been able to exercise complete control of the Associates. The officers have not taken any action on their own initiative without first getting Bureau approval. There is, of course, the possibility that some president at some future time may feel that he needs to develop an active program and we may have trouble in controlling such action.

Dues for the NAA are \$2.00 per year. The issuance of the membership cards is controlled by the National Academy Desk in the Training & Inspection Division and we make certain only those graduates in law enforcement and in good standing obtain membership cards. Payment of dues is not necessary for attendance at retraining sessions in Washington or at retraining sessions in the field. The Association has no use for the money it collects. We did use over \$10,000 in 1957 from the treasury for entertainment.

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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EX-133

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REC-67 66-2554-12729

*[Handwritten signatures]*

- 1 - Mr. Clayton
- 1 - Mr. Tamm

MAIL ROOM TELETYPE UNIT

Executives Conference memorandum

11/18/59

RE: FBI NATIONAL ACADEMY ASSOCIATES

in connection with the retraining session. The only other expense involved is postage stamps and the expenditure of a small amount of money to pay for part of the luncheon held for the graduates during the International Association of Chiefs of Police convention. The present treasury consists of something over \$7,000.

It has already been decided there will be no Retraining Session in 1960 and it is, of course, doubtful whether the Bureau will hold another Retraining Session in the foreseeable future. Without Retraining Sessions there is little if any reason why the national organization should continue although, as noted above, an election of officers could and can be conducted by mail and it has been contemplated informally that such an election might be conducted in 1960.

The abolishment of the national organization would not in any manner mean that close contact with the graduates would cease. There now exists throughout the country state and regional chapters of the Associates. The entire country is covered and every graduate in good standing is eligible for membership either in his own state chapter or in a regional chapter. These state and regional chapters are required by the Bureau to hold a retraining session annually. Each chapter has its own set of officers and is much more active than the national organization.

Undoubtedly if the national organization is discontinued, some of the officers would strongly oppose such action. However, there is nothing to prevent us from doing this and the only real problem is the disposition to be made of the treasury. If it is decided to abolish the NAA, it is possible that the treasury could be divided among the state and regional chapters on a pro rata basis on the number of active graduates in each state or regional chapter. If the organization were to be abolished on a national basis, it would still be possible and advisable to send out the bimonthly FBINAA Newsletter.

Messrs. Mohr, Parsons, Clayton, Belmont, Rosen, DeLoach and Waikart are in favor of continuing the FBINAA in the same manner as it is now operated. These gentlemen feel that there is a certain amount of good that can accrue to the Bureau on the basis of a national organization.

Messrs. Tolson, Trotter and Tamm are in favor of discontinuing the national organization of the FBINAA feeling that it has a potential that could at some time cause the Bureau difficulty and we will have a recurring problem in connection with the treasury and the money in it.

Executives Conference memorandum

11/18/59

RE: FBI NATIONAL ACADEMY ASSOCIATES

Based upon the Director's decision and wishes, appropriate instructions will be issued.

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson

December 18, 1959

The Executives Conference

DISPOSITION RECORDS

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/18/92 BY SP5/edg

The Conference unanimously recommended that the present rule with reference to obtaining ~~dispositions~~ of arrests of subjects in Bureau cases be amended to make it mandatory that henceforth all dispositions on identification records be accounted for on arrests of Bureau subjects in all cases wherein prosecution has been authorized.

REASON FOR THE CHANGE

The present rule requires the office of prosecution to obtain final dispositions of those arrests which are germane to the prosecution of the particular Bureau case. In the present instruction there is an element of discretion on the part of the field office which is undesirable.

The proposed change will not incur an appreciable burden on the operation of the field office inasmuch as the obtaining of this information is primarily a clerical function.

The Conference unanimously recommended the proposal, those in attendance being Messrs. Wolkart, DeLoach, Clayton, Tamm, Mohr, Trotter, Parsons, Belmont, and Rosen.

ACTION TO BE TAKEN

If approved, Manual of Instructions, Volume I, Section 7, pages 12 and 13, will be amended to require that henceforth all dispositions on identification records be accounted for on arrests of Bureau subjects in all cases wherein prosecution has been authorized.

There is attached a Letter to All Special Agents in Charge.

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosure

1 - Mr. Parsons  
1 - Mr. Clayton

FOR APPROVAL  
SENT DIRECTOR  
12-18-59

REC-11 66-2554-12730  
11 DEC 29 1959

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12/21/59

The Director

The Executives Conference

THE DAN STEPHENS FUND

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/18/92 BY SP3 c/dg

The Executives Conference considered the disposition of the residue of a fund instituted for Special Agent Dan Stephens:

In December, 1955, through voluntary contributions from Agent personnel at the Seat of Government, a check equal to his take-home pay was regularly sent to Special Agent Dan O. Stephens who was a polio victim on leave without pay. SA Stephens improved and was able to return to work on a part-time basis and in November, 1958, SA Stephens wrote the Director stating that he was able to work full time and desired that the supplemental checks be discontinued. He expressed his deep appreciation for the aid that had been given him in his fight to recover from the effects of polio.

At the time we discontinued sending checks to Stephens we had a balance of \$1,499.78. On December 1, 1958, the Director approved holding this fund intact in the event of further need on the part of SA Stephens, to be re-evaluated this year. During the past year SA Stephens has further improved and it appears that there is no further need to continue this fund. The suggestion has been made that the residue of the fund be turned over to the Fairfax County, Virginia, Chapter of the Polio Foundation, which was so helpful to SA Stephens.

Mr. DeLoach recommends that the residue of the fund be turned over to Special Agent [redacted] of the San Antonio Office who suffered a cerebral hemorrhage, has five children to support, has run out of leave and is receiving no salary. He felt that since SA Stephens was now apparently out of danger that Agent [redacted] was a more deserving case.

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The rest of the Conference, consisting of Messrs. Clayton, Trotter, Belmont, Tamm, Rosen, Mohr, Walkart and Parsons, felt that since this

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach 1 - Mr. Parsons
- McGuire \_\_\_\_\_
- Mohr 1 - Mr. Clayton
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm DJP:mas
- Trotter \_\_\_\_\_
- W.C. Sullivan (5)
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

SENT DIRECTOR  
12-21-59

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PEERS FILES

143

Executives Conference Memorandum  
Re: The Dan Stephens Fund.

money was contributed for Stephens, who was afflicted with polio while assigned to the Training and Inspection Division, that the balance of the fund should now be given to him in one lump sum.

Appropriate action will be taken in accordance with the Director's decision.

The Director

12/18/59

The Executives Conference

FBI NATIONAL ACADEMY ASSOCIATES

The Executives Conference on 12/17/59 reconsidered a proposal submitted by Inspector J. S. Rogers of the Training and Inspection Division that the national organization of the FBI National Academy Associates (FBINAA) be abolished.

The organization was formed at the conclusion of the first session of the Academy in 1935. For a number of years thereafter a retraining session was held each year, at which time new officers were elected. Since 1941 there have only been three retraining sessions, in 1947, 1949 and 1957. At the retraining session in November, 1957, the Constitution was amended to permit the election of officers by mail, eliminating the necessity of holding business meetings and retraining sessions.

The dues for the national organization are \$2.00 per year. No payment of dues was necessary for attendance at retraining sessions and other meetings of the NAA. An accumulation of \$10,000 was used in 1957 to defray expenses of that retraining session. Present treasury consists of approximately \$7,000.

In all, there have been 3,636 graduates in the National Academy, and the national organization has reached the size where it is no longer practical to hold retraining sessions for the entire organization. Consideration was therefore given to establishing an organization based on a system of delegates from each of the forty-three state or section organizations.

Messrs. Trotter and Tamm voted to abolish the national organization entirely. They feel that it has never been used as a national organization, and, if there were a need to call upon the associates, this could be done by SACs contacting the local sections. They feel that the system of delegates is not practical because of the wide variation of size and activity of the local sections. Wyoming has only eight graduates, whereas, California has over two hundred, and there are graduates such

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- DeLoach \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

ENCLOSURE

- 1 - Mr. Parsons
- 1 - Mr. Clayton

54 DEC 29 1959

DJP:sjw

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SENT DIRECTOR  
12-18-59

REC-78

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11 DEC 29 1959

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/15/92 BY SP5 a/deg

**Executives Conference Memorandum  
Re: FBI National Academy Associates**

as in Hawaii where there is presently no state organization. They also feel that unless there were a retraining session many delegates would be unable to obtain the necessary funds to attend.

Messrs. DeLoach and Wolkart voted to continue the national organization as it now is. The Constitution has been modified to permit voting by mail, and the organization can continue indefinitely without refraining sessions or other problems but that a national organization would exist should there be a subsequent need.

The majority, consisting of Messrs. Belmont, Rosen, Mohr, Clayton and Parsons, while realizing that there are presently problems with having a national organization with a delegate system, feels that many of these problems could be resolved and that because of the financial aspects, a start in this direction can be made by inviting to the graduation of the next class in June, 1960, the officers and Board of Governors, at which time a business meeting could be held, nominations could be made for voting by mail for new officers, and revision of the constitution to provide a delegate system could be discussed. We would, of course, in the meantime prepare revisions to have for consideration by this group. There are eight officers of the associates organization and the Constitution provides for eight members of the Board of Governors although there are presently only six in law enforcement. Appropriate action will be taken based upon the Director's decision.

Respectfully,  
For the Conference

Clyde Tolson

December 8, 1959

LETTER TO ALL GRADUATES OF THE FBI NATIONAL ACADEMY

Dear Fellow Graduates:

The FBI National Academy Associates was organized for graduates of the National Academy following the First Session in 1935. Officers of the National Academy Associates ~~are~~ elected at business meetings held at Washington, D. C., in conjunction with retraining sessions, the last of which was held in November, 1957. The constitution of the National Academy Associates provides for the payment of two dollars per year as dues by those graduates who desire to become members.

There are also in existence, as you know, state and regional chapters of the National Academy Associates, which have their own officers and which, on an annual basis, hold retraining sessions within their own locales.

Our organization has now grown to the point where the holding of retraining sessions and business meetings on a national basis is no longer feasible. Other professional organizations, upon growing to a size comparable to ours, have adopted procedures whereby the business affairs of the organizations are carried on by elected delegates. I am of the opinion that the time has come for the FBI National Academy Associates to (adopt) a similar procedure.

In order to give this matter further study, I am appointing the members of the executive board as a committee, with your president as chairman, to <sup>consider and</sup> draw up a new constitution of the National Academy Associates which will provide for a system of elected delegates to meet in Washington, either annually or biannually, to conduct the affairs of our Association and elect officers.

The members of the executive board will be notified by subsequent communications as to the time and place they shall meet to submit a constitution to you for your vote. All of the graduates will be kept advised by the Newsletter of the developments in this matter.

Sincerely yours,

Harold R. Dowd  
Chief of Police  
Maplewood, New Jersey  
President, FBI National Academy Associates

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ALL INFORMATION CONTAINED  
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DATE 3/18/92 BY SP5/ideg

ENCLOSURE

66-2554-12732

Mr. Tolson

December 21, 1959

The Executive Conference

UNIFORM CRIME REPORTING PROGRAM

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/18/92 BY SP-5 a/dep

The Executives Conference on December 17, 1959, consisting of Messrs. Parsons, Mohr, Waikart, Tamm, Rosen, Belmont, Trotter, and DeLoach, considered the Uniform Crime Reporting (UCR) Program with respect to collection coverage in the State of California. Currently, our coverage is 98.6% of the population. The Conference was advised that Attorney General Stanley Mosk of California constantly criticizes the FBI on the basis that the State Bureau of Criminal Statistics at Sacramento has more complete coverage. While the difference to a statistician is absolutely insignificant, the lay reader or man on the street does not understand this. The Conference was told that in order to combat any possible further criticism by Mosk or any other law enforcement authorities in California, we could accomplish almost complete coverage by recommending a departure from our standard procedure in encouraging crime reporting throughout the country.

It was explained to the Conference that the Bureau has always refrained from assigning crime reporting contacts to the field divisions, except when an Agent is in the vicinity on other business. The majority of contacts are handled by correspondence. In California, however, we currently have 130 delinquent police departments in the form of small cities and hamlets. In order to obtain almost complete coverage, each field office in California could be furnished quarterly a list of the delinquent contributors with instructions they be contacted within 30 days and reports obtained.

The first contact would involve 130 places. This could easily be accomplished through routine daily contact by our Agents with these delinquent departments. This includes contacts with contributors who are delinquent, which in turn encompasses all of those places the State Bureau lists in its publication as contributing to its program. Although the first contact involves approximately 130 places, this number will repeatedly reduce until eventually it will amount to a very small item for each office.

The Conference was unanimously in favor of adopting the procedure that the 130 delinquent departments be contacted during the course of routine business by our Agents in the field. It was also unanimously recommended that a list of delinquent contacts be submitted quarterly to the three California field offices.

- Tolson
- Belmont
- DeLoach
- McGuire
- Mohr
- Parsons
- Rosen: 1 - Mr. Parsons
- Tamm: 1 - Mr. Clayton
- Trotter
- W.C. Sullivan
- Tele. Room
- Holloman
- Gandy

SENT DIRECTOR  
12-21-59

REC-34

DEC 29 1959

EX-117

MAIL ROOM  TELETYPE UNIT   
54 DEC 29 1959

December 28, 1959

THE DIRECTOR

THE EXECUTIVES CONFERENCE

DESTRUCTION OF BUREAU APPLICANT PERSONNEL FILES TEN YEARS OLD

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP-5 C/def

The Executives Conference of 12-21-59, consisting of Messrs. Mohr, Trotter, Tamm, Parsons, DeLoach, McGuire, Belmont, Rosen, and Clayton, was advised by Mr. McGuire that on June 16, 1955, the Bureau approved destruction of Bureau applicant personnel files over ten years old wherein no investigation was conducted and no derogatory information was reflected therein. A suggestion by Mr. W. G. Eames of the Files and Communications Division has been made proposing the destruction program be expanded to include Bureau applicant personnel files over ten years old wherein investigations have been conducted but no derogatory information developed. If this proposal is approved, approximately 14,781 files could be destroyed now and an additional number each year hereafter. No Archival authority is necessary since files of this type throughout Government service are on general schedule permitting destruction.

The Conference was advised that the Domestic Intelligence Division had no objection provided the index cards relating to the files to be destroyed are retained and that the cards reveal the name, birth date, and birth place, together with a notation as to the date the applicant-type investigation was completed and the fact no derogatory information was developed. Mr. Belmont concurred that this was the view of his division as the index cards so prepared would enable the Bureau to know that an applicant was investigated and no derogatory information developed in case any question arises at some future date. He stated no inconsistency would develop on future name check requests received on a person on whom dissemination had previously been made as the form would be sent back with a notation "no derogatory information developed in previous investigation."

Mr. Mohr advised that as a matter of theory he felt all investigation of personnel applicants should be kept as there might arise at some future date need to disseminate even nonderogatory information to the Civil Service Commission (CSC) or elsewhere. He advised Civil Service had an index card on each investigation of personnel we ordered and at some future date might

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DeLoach \_\_\_\_\_  
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Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
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Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

1-Mr. Parsons  
1-Mr. Clayton  
1-Mr. Belmont (detached)  
1-Mr. Mohr (detached)  
1-Mr. Rosen (detached)

JJM:jma ROOM  TELETYPE UNIT

REC-9 66-255 11273

FT DEC 31 1959

**Executives Conference Memorandum**

**Re: Destruction of Bureau Applicant Personnel Files Ten Years Old**

request copies of any investigative report. (This refers to Standard Form 79, two copies of which are furnished by the Bureau to CSC on each applicant investigation ordered. This form was adopted by CSC in 1953 on the basis of Executive Order 10450 dated 4-27-53 covering security of Government employees and is not involved in old Bureau applicant cases now ten years old. Civil Service now has pending before Archives, according to Hardy Allen of CSC, a request to destroy after 90 days all applicant records of CSC on persons not hired. We do not know, however, if the CSC index of Form 79's is included.) Mr. Mohr also pointed out that if original copies were destroyed at the Bureau, copies of these reports in the field might at some future time also be authorized for destruction and, further, that no criteria are indicated as to what is to be considered nonderogatory, nor who is to decide what is a favorable investigation or who is qualified to make such a decision. Since the Bureau is origin in Bureau applicant cases, destruction of old investigations at Bureau would be decentralization and records remaining would be spread in numerous field files. Mr. Mohr also felt there might be criticism if favorable investigations are purged on old cases, yet unfavorable files retained. Microfilming would not serve any useful purpose as there would be nothing to disseminate if the files were destroyed and all we had were microfilm copies.

The Investigative Division favors retention of these reports as the Employees Security Section, when requested by CSC for a name check, furnishes all pertinent information in Bureau files to CSC, including old applicant-type cases. Also, such old reports are used in current investigations making duplication of old reports unnecessary and, further, if destroyed these records would make it impossible for the Bureau to properly prove it fulfilled its obligation to furnish available information to interested agencies. Additionally, the Investigative Division feels what may now be considered trivial information could be highly pertinent in a future investigation. The Special Inquiry Section feels while it could function without these files, that such files have value if the FBI is called upon at some future date to bring old investigations up to date.

The majority of the Conference, consisting of Messrs. Mohr, Trotter, Tamm, Parsons, Rosen, Clayton, and DeLoach opposed adoption of Mr. Eames' suggestion on the basis that all investigations of personnel should be kept regardless of the reasons why they were not hired.



Executives Conference Memorandum  
Re: Destruction of Bureau Applicant Personnel Files Ten Years Old

The minority, consisting of Messrs. McGuire and Belmont, favored the destruction of investigative files on Bureau applicants where no derogatory information was developed on the basis that little use is ever made of this information and that if a person ever reapplied in view of the length of time since the earlier investigation the applicant would have to be investigated again up to date.

Respectfully,  
For the Conference

Clyde Tolson

MR. TOLSON

December 21, 1959

THE EXECUTIVES CONFERENCE

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~~DESTRUCTION OF MAIL ROOM  
INTERNAL RECEIPT CARDS~~

323, 23  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP-5 c/dp

The Executives Conference of 12-21-59, consisting of Messrs. Mohr, Trotter, Tamm, Parsons, DeLoach, McGuire, Belmont, Rosen, and Clayton, was advised by Mr. McGuire that each time a dispatch of mail from the Bureau is sent to a field office by registered mail the registry number is recorded on a registry sheet which is permanently retained by the Mail Room. Enclosed in each dispatch is a Bureau internal receipt card (Form 4-37) which sets forth date and time of delivery as well as the registry number and is signed on receipt of the dispatch by an authorized person in the field office. The card is then returned to the Bureau where it is retained 90 days in the Mail Room. The return of the signed receipt card is proof that the dispatch has been received by the field. The receipt card is for a batch or single package of mail rather than for one individual piece of correspondence. After 90 days' retention in the Mail Room, the receipt cards are forwarded to the Records Branch for permanent storage. 2100 internal receipt cards are added to dead storage in the Records Branch each month. This practice started in 1953 and to date we have over 152,500 cards in dead storage.

In two previous inspections of the Mail Room destruction of these internal receipt cards after 90 days was recommended. Each time the Executives Conference disapproved the inspector's recommendation. Former Assistant to the Director L. B. Nichols in 1953 argued that he did not want to place the Bureau in any position of embarrassment as occurred in the Harry Dexter White case when the Bureau sent a letter to General Vaughan concerning White in 1946 which Vaughan denied receiving in 1953. This particular communication was delivered to the White House by special messenger. At that time the Bureau was not permanently retaining records concerning messenger and courier unit deliveries. We have done so since 1953. In addition, receipt cards from field offices have also been permanently retained. Mr. Nease argued in 1958 that since the Bureau was embarrassed in the Harry Dexter White case, all internal receipt cards should be kept although he admitted that

1-Mr. Parsons  
1-Mr. Clayton  
JJM:jmr  
(9)

EX-117

REC-51 66-2554-12735

11 DEC 31 1959

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JJM

Executives Conference memorandum  
Re: Destruction of Mail Room Internal Receipt Cards

no specific item in a dispatch of mail to a field office could be proved to have been received in the field although we do have the yellow file copy at the Seat of Government with the communications stamp number of the employee who handled the mail dispatch on any particular date in question.

The Conference was advised that the Files and Communications Division, since its inception earlier this year, had checked closely and found that these internal receipt cards served no useful purpose whatsoever and that no time since 1953 have they been referred to and accordingly recommended that since these cards are absolutely worthless that after 90 days they be destroyed.

The Conference unanimously agreed that the internal receipt cards maintained in the Mail Room covering dispatches of mail from the Seat of Government to field offices should be destroyed after 90 days. Receipt cards for special messenger and courier mail will continue to be retained permanently as they have been since 1953.

RC  
1/27 ~ ✓

The Director

12-22-59

The Executives Conference

STANDARDIZATION OF LOCKS  
ON FILE CABINETS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/18/92 BY SP5a/df

On 12-21-59 the Executives Conference consisting of Messrs. Mohr, Trotter, Tamm, Clayton, Belmont, Rosen, Parsons, DeLoach, and McGuire considered a suggestion by the Records Branch that all locks on storage cabinets (file cabinets) in the various offices at the Seat of Government be altered to fit the minimum number of keys possible. By using fewer keys, the work of locate clerks at night and on weekends and holidays would be facilitated in gaining access to those cabinets containing mail and files.

By way of background, on 11-26-54 the Executives Conference approved the standardization of locks on storage cabinets in the Justice Building for this purpose. At that time the Laboratory undertook to change 158 locks on various cabinets so that they could be opened by a common key. As a result, approximately 95% of all the storage cabinets in use at that time could be opened with four keys. This arrangement enabled locate clerks during off duty hours to carry a key ring containing only the four keys in question and a door master key that gave them access to 95% of all the areas in the Justice Building in which file material was stored. Twenty-one other types of keys were necessary to gain access to the other 5% of the storage cabinets. Of course, there are various cabinets that contain extremely confidential material to which locate clerks should not and do not have access. These are not affected by this suggestion.

Since the standardization of most of the locked cabinets in 1954, there has been an additional accumulation of approximately 200 cabinets being used for storage purposes that do not have locks keyed to fit the minimum number of keys (4) which the Records Branch believes desirable in order to facilitate their locate work. In order to correct this it will be necessary to purchase 201 locks at an approximate cost of \$500. There will be an additional cost of installing these locks in the file cabinets in question. Keys are, of course, available to these cabinets and are located in the various Tel-Kee cabinets located throughout the Divisions at the Seat of Government. Duplicates of these could also be made and carried by the locate clerks as required. The present procedure, however, is for the locate clerks to carry the minimum number of keys and when they are confronted by a storage cabinet with the different locks they go to the appropriate Tel-Kee cabinet for that particular key.

REC-966-2554-1273

- Tolson
- Belmont
- DeLoach
- McGuire
- Mohr
- Parsons
- Rosen
- Tamm
- Trotter
- W.C. Sullivan
- Tele. Room
- Holloman
- Gandy

FWW:neb

54 JAN 3 1960

JAN 5 1960

1 - Mr. Parsons  
1 - Mr. Clayton

TELETYPE UNIT

Executives Conference Memorandum  
Re: STANDARDIZATION OF LOCKS  
ON FILE CABINETS

The majority of the Conference, consisting of Me Trotter, Tamm, Clayton, Belmont, Rosen, Parsons, and DeLo to standardizing these locks at the present time since no funds h for this in the Budget and none requested by the Records Branc' ditions indicate a continuing need for this standardization of lo. Branch should request that this item be included in the Bureau' the 1962 Budget. It was further observed that there has been no l. culty in getting into file cabinets at night over the years and the ti/ locating files and/or keys is not commensurate with the cost of ne. labor to install them. At the present time the Laboratory cannot ass. installing these locks and the work would have to be done by an outside

Mr. McGuire was in favor of having this done as soon as fu. are available. However, in the light of the majority vote of the Conference, a continuing study will be made of the problem and, if justified, it will be recommended again as an item in the 1962 Budget.

Respectfully,  
For the Conference

Clyde Tolson

January 26, 1960

Mr. Tolson

The Executives Conference

POSSESSION OF FIREARMS  
BY LEGAL ATTACHES

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP-5C/peg

On November 23, 1959, the Legal Attache (Legat), Havana office, raised the question as to whether it was advisable for agents' personal firearms to be kept in the office safe of the Havana office. A survey of all Legats, which resulted from the inquiry at Havana, resulted in the recommendation that all Legats should be instructed to return all Bureau-owned revolvers to the Seat of Government unless they could justify their retention, in which case Bureau authority should be obtained.

The matter was presented to the Executives Conference, and it was the opinion of the Conference that Legats should not be instructed to return Bureau-owned revolvers to the SOG, that all Legats should have a Bureau-owned revolver which should be kept in the vault in the office of the Legat, that he could do so provided there was compliance with firearms regulations governing the locale to which the Legat was assigned.

In regard to Havana, the Conference felt that answers should be obtained to the following questions: (1) Where do you maintain your official firearms - in the office or Embassy vault? (2) Do you propose to maintain personally owned firearms in the Embassy vault rather than the Bureau safe?

Legat replied that both personally owned and official firearms in Havana are kept in the office vault. This action was based on the fact that at the present time Cuban authorities are very jittery in regard to any private person with firearms in his possession.

On January 26, 1960, the matter was re-presented to the Conference, consisting of Messrs. Mohr, Parsons, Belmont, Bowles, Callahan, Clayton, DeLoach, Malone, McGuire, Rosen, Tamm and Ingram, and it was unanimously decided that: (1) Legats should have a Bureau-owned revolver which should be kept in the vault in the office of the Legat. (2) Legats in countries other than Cuba can have personally owned firearms for hunting or other purposes providing there is compliance with firearms regulations governing the locale to which the Legat is assigned. Attached for approval is letter so advising all Legats.

- 1 - Mr. Malone
- 1 - Mr. Clayton

JFM:sjw  
(5) Enclosure

67 JUN 8 1960

*Jon*

ORIGINAL FILED IN 66-4055-609

RA

MR. TOLSON

1/28/60

THE EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY INVESTIGATIONS

Mr. A.

In connection with studies of National Academy procedures, it has been suggested that the fingerprints of National Academy applicants be searched in the Identification Division before the applicant arrives at the Academy. This would save the time now used in fingerprinting the class members on the first day of the course and will also prevent any embarrassing situation which could result should an arrest record not found during a name search be found as a result of the fingerprint search. In this way the fingerprints could be searched while the investigation is being conducted. The present procedure has been in effect since the inauguration of the National Academy and in no instance was an arrest record ever found in the Identification Division after the candidate arrived at the Academy. Applicants for the position of Special Agent as well as clerical applicants are fingerprinted in the field at the time they are interviewed.

This matter was presented to the Executives Conference 1/26/60, Messrs. Tolson, Mohr, Parsons, Belmont, Bowles, Callahan, Clayton, DeLoach, McGuire, Rosen, Tamm, Ingram and Malone being present, and it was unanimously agreed that the same procedure utilized in regard to New Agents and clerical employees of the Bureau should be used for National Academy applicants; namely, that they be fingerprinted in the field at the time of interview.

Appropriate instructions will be issued to the field.

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 DATE 3-18-92 BY SP-5 a/dec

OK  
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- Tolson 5
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Belmont 1 - Mr. Clayton
- Callahan \_\_\_\_\_
- DeLoach 1 - Mr. Malone
- Malone \_\_\_\_\_
- McGuire \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

REC-15

66-2554-12738

EX - 131

10 FEB 12 1960

43

MAIL ROOM  TELETYPE UNIT

FEB 15 1960

Mr. Tolson

2/16/60

The Executives Conference

PROPOSED METHODS FOR IMPROVING  
BUREAU'S SUGGESTION PROGRAM

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP-5 CJD/cg

The Executives Conference on February 15, 1960, consisting of Messrs. Tolson, Parsons, Mohr, Callahan, DeLoach, Malone, McGuire, Rosen, Sizoo, Tamm, Trotter, and Clayton, considered the matter relating to methods for improving the Bureau's suggestion program.

Specifically the suggestion was to the effect that the names of all Bureau employees who have had suggestions adopted be listed in the "Investigator" each month. This could be accomplished by the Suggestion Desk furnishing the names to the "Investigator" staff each month. The second part of the suggestion had to do with the establishment of a club made up of employees who had received incentive awards totalling \$300 for suggestions adopted.

Mr. DeLoach felt that the present cost and heavy demand for space in the "Investigator" would not permit the listing of the names of those whose suggestions were adopted. It probably would be necessary to increase the size of the "Investigator," thereby increasing the cost.

In regard to the formation of a club, it was felt that those who received incentive awards were sufficiently recognized for their efforts by the present method of listing recipients of incentive awards in the "Investigator." It was, therefore, unanimously decided not to accept either part of the suggestion.

- 1 - Mr. Malone
- 1 - Mr. Clayton

JFM:wml  
(5)

EX 109

REC-18

66-2554-12739

FEB 19 1960

67 FEB 23 1960 143



February 17, 1960

Mr. Tolson

The Executives Conference

FBI LAW ENFORCEMENT BULLETIN

Executives Conference consisting of Messrs. Tolson, Mohr, Parsons, Malone, McGuire, Rosen, Tamm, Trotter, Sizoo, Clayton and DeLoach on 2-15-60 considered your suggestion regarding the advisability of sending the FBI Law Enforcement Bulletin to all persons on the Special Correspondents' List.

The Conference was advised there are between 1,500 and 1,600 persons on this list. We now receive 32,000 copies of the Law Enforcement Bulletin each month from the Government Printing Office at a cost of \$2,225 which includes the cost of setting the type. The Conference was told that the Crime Records Division has determined through Mr. McCoy of the Department of Justice that an additional 1,600 copies per month would cost approximately \$85.

The Conference was unanimous in recommending that the suggestion be adopted, i.e., that the Law Enforcement Bulletin be sent to all persons on the Special Correspondents' List.

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP5 cjd/cg

- 1 - Mr. Malone
- 1 - Mr. Clayton

CDD:sak  
(5)

66-2554-12739X  
4/2/23957

- Tolson \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Belmont \_\_\_\_\_
- Callahan \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Malone \_\_\_\_\_
- McGuire \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

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MAIL ROOM  TELETYPE UNIT

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REC-82

FEB 1960

Mr. Tolson

March 23, 1960

The Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/18/92 BY SP5ci/deg

**WANTED NOTICES PUBLISHED IN  
FBI LAW ENFORCEMENT BULLETIN INSERT**

The Executives Conference on March 23, 1960, consisting of Messrs. Tolson, Mohr, Parsons, Belmont, Callahan, DeLoach, Edwards, McGuire, Rosen, Tamm, Clayton, Ingram and Bowles considered the proposal, originally advanced by you, that the number of wanted notices published in the FBI Law Enforcement Bulletin Insert be expanded.

Currently, Identification Division prepares approximately 50 wanted notices for local law enforcement, 25 Bureau wanted notices, plus all Top Ten Fugitives, in an insert supplement for publication in each monthly Law Enforcement Bulletin (sample attached). No concrete figures are available to show what the various police departments do with these. Based on personal observation and conversations of Identification Division representatives with identification officers from all parts of the country, it is known that some departments regularly clip and mount these notices on cards and file them in their active fingerprint searching files. Others at least search these wanted notices against their files at time of receipt. Additionally, because of the one fingerprint on each wanted notice, our field offices have at least one positive identifying factor (the fingerprint) on file for positive identification purposes.

REC-30 66-2554-12740

Now, we publish notices for individuals wanted for following offenses: All homicides, kidnaping, robbery, rape, arson, aggravated assaults, burglary, blackmail and extortion, larceny and sodomy; likewise, all individuals wanted for assaults to commit or attempts to commit or escapes from incarceration for foregoing offenses.

6 APR 19 1960

The Conference unanimously recommends that the number of non-Bureau wanted notices published each month in the Law Enforcement Bulletin Insert be doubled -- from current figure of 50 to 100, and that wanted notices for the following additional offenses be considered for publication: Forgery, receiving stolen goods, confidence games, narcotic law violators, any felonious sex offense, any felonious gambling offense and parole violators who have substantial arrest records for serious crimes. In interest of forming united Federal front, the Conference also unanimously agreed that wanted notices for other Federal agencies -- Secret Service, Bureau of Narcotics, Immigration and Naturalization, etc. -- be included in the additional 50 notices to be published each month in the Law Enforcement Bulletin Insert.

- Tolson \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Belmont \_\_\_\_\_
- Callahan \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Malone \_\_\_\_\_
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- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosure  
1 - Mr. Malone 1 - Mr. Rosen

OK H

1 - Mr. Clayton TELETYPE UNIT  
LAKB:VH (7) 67 APR 20 1960

UNITED STATES GOVERNMENT

# Memorandum

*File*

TO : Mr. Tolson

DATE: March 23, 1960

FROM : The Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/18/92 BY SP5/afg

SUBJECT: WANTED NOTICES PUBLISHED IN  
FBI LAW ENFORCEMENT BULLETIN INSERT

- Tolson
- Mohr
- Parsons
- Belmont
- Callahan
- DeLoach
- Malone
- McGuire
- Rosen
- Tamm
- Trotter
- W.C. Sullivan
- Tele. Room
- Ingram
- Gandy

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Enclosure  
1 - Mr. Malone  
1 - Mr. Clayton  
AKB:VH (7)

1 - Mr. Rosen

*ENCLOSURE*

REC-30  
EX-107  
NOT RECORDED  
17 APR 20 1960  
12741

59 APR 28 1960

ORIGINAL FILED IN 94-3-1-5

March 31, 1960

MEMORANDUM TO MR. TOLSON  
MR. MOHR  
MR. RABSON  
MR. BELMONT  
MR. CALLAHAN  
MR. DE LOACH  
MR. W. A. RUCKELSHAUS  
MR. MALONE  
MR. ROSEN  
MR. TAMM  
MR. TROTTER  
MR. LISMAN

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP5/deg

RE: DUPLAINS -- FIRST-AID TRAINING

**D**  
**EXECUTIVES CONFERENCE**

The current series of retraining classes (Standard and Advanced Pavior Courses) will terminate with the classes which will be held beginning April 13, April 19, and May 4, 1960. Additional retraining classes will not be scheduled until October or November, 1960.

APR 1 11 23 AM '60  
TRAINING ROOM

The first class will be held in room 633 of the Old Post Office Building from 9:00 p.m. to 11:00 a.m. on April 13, 15, 20 and 23; the second class will be held in room 4334 of the Identification Building from 8:00 p.m. to 1:30 a.m. on April 19, 22, 26 and 29; the third class will be held in room 633 of the Old Post Office Building from 9:00 a.m. to 11:00 a.m. on May 4, 6, 11 and 13, 1960.

To insure that no certificates will expire, all employees of each division who now hold valid Red Cross Standard or Advanced Course Certificates that are due to expire prior to August 1, 1960, must be designated to attend one of the classes listed above. Employees of all divisions located in the Identification Building will attend the class in that building beginning April 13, 1960. Employees stationed in the Justice, General Accounting Office and Old Post Office Buildings should be equally divided between the class beginning April 13 and the one beginning May 4, 1960, in the Old Post Office Building.

- 1 - Mr. Leasley, 6135, IB
- 1 - Mr. Day, 4336, IB
- 1 - Miss Conner, 6319, IB
- 1 - Mr. Minch, 7683

66-2554  
NOT RECORDED  
126 APR 6 1960  
MAY 14 1960  
(15)

ORIGINAL FILED IN 46-17380-370

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COMM-FBI

reflect an expiration date prior to June, 1960, with an insufficient number in June and July to conduct a regular class. Inasmuch as the Red Cross allows a grace period of approximately 6 months relative to the expiration of Standard and Advanced Certificates held by Bureau employees, with the suggested arrangement, all certificates expiring through July 1960, will be made current and those certificates expiring subsequent to August 1 will not have to be renewed until November or December, 1960. This also eliminates conducting retraining classes for small groups during summer months when the weather is hot and many of the employees are on vacation.

*Personnel files of instructors checked  
by H. A. Nigere with favorable result.  
H.A.N.*

15  
Mr. Tolson

April 13, 1960

The Executives Conference

DOSSIERS ON TOP HOODLUMS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/18/92 BY SP-5 C/dep

Present at the Executives Conference on 4-13-60 were Messrs. DeLoach, Waikart, Callahan, Parsons, Ingram, Rosen, Malone, Belmont, Clayton, Tamm, Mohr and Trotter. Trotter pointed out that the Bureau currently has an active top hoodlum program in all field offices designed to develop their backgrounds, criminal activities and current interests and movements. Such data would be of continuing interest to local law enforcement. Ident recommended monthly summary on activities of each of these top hoodlums be prepared by the office of origin and forwarded to the Identification Division for attachment to FBI identification record and dissemination thereafter to all interested local law enforcement agencies.

It was further recommended that publication of this new policy be made through (a) Law Enforcement Bulletin announcement, (b) the forthcoming conferences on organized crime, and (c) through appropriate press release. (At inception of proposal, this would be started with top hoodlums and such dossiers would gradually be expanded to include jewel and fur thieves, fences, and eventually all notorious criminals who operate across state lines.)

The Investigative Division is opposed to this proposal for the following reasons: (1) All field offices and Seat of Government Divisions already disseminate information on top hoodlums where pertinent to receiving agency. The information covers violations or other pertinent facts such as movement of hoodlum from one jurisdiction to another when such information available; (2) wider dissemination would probably bring additional trouble like that experienced in the past with police departments which cannot keep identification records confidential, and governors and local authorities who cannot maintain the confidential nature of security information. Once we disseminated the information

- Tolson \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Belmont \_\_\_\_\_
- Callahan \_\_\_\_\_
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- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

- 1 - Mr. Malone
- 1 - Mr. Clayton

66-2554-121742  
REC-60  
EX-112  
20 APR 21 1960  
ORIGINAL COPY FILED IN 100-9-300

ADIC:VHC  
MAIL ROOM  TELETYPE UNIT

Memorandum to Mr. Tolson

we could no longer control the use made of it; (3) the proposal would place the Bureau in the undesirable position of labeling certain persons as top hoodlums and more or less advertising them to law enforcement as such, and (4) there is a connection between police departments and local newspapers in many cases which suggests that our top hoodlum information given to the police might come out in a newspaper story.

The Crime Records Division is likewise opposed to the proposal for the following reasons: (1) The danger that a newspaper might get hold of the information (this reason, like number four of the Investigative Division, is presumably based, at least in part, on the fact that in some states there are anti-secrecy statutes which allow newspaper reporters considerable latitude in reporting police business); (2) the data given by the Bureau to a police department might be used for some illegitimate or improper purpose that would cause the Bureau embarrassment and would result in someone being sued for libel or slander; and (3) dissemination of such confidential data on a general basis would be opening the door to abandonment of our position that the files of the FBI are confidential.

The Conference unanimously voted not to adopt this proposal.

The Director

April 7, 1960

The Executives Conference

323 013  
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DATE 3/18/92 BY SP-5 CJD/ef

FBI DISASTER SQUAD  
RELATIONS WITH PRESS AND RELATIVES

Present at the Executives Conference on 4-6-60 were Messrs. Tolson, Callahan, DeLoach, McGuire, Parsons, Ingram, Rosen, Malone, Clayton, Tamm, Mohr, Belmont and Trotter. Trotter brought up for discussion the on-the-scene relations by the FBI disaster squad with press and relatives.

Trotter pointed out it had always been his practice upon arrival at the disaster scene to immediately seek out the ranking airlines representative for a conference. This airlines official is advised of the presence of the disaster squad, what we are capable of doing and the location of our morgue operation. At this time it is pointed out to the airlines representative that as each identification of a victim is made the airlines representative will be advised and it will then be incumbent upon the airlines to notify next of kin and make arrangements for the release and shipping of all bodies. At that time also the airlines representative is informed that the Bureau's disaster squad will then wait a reasonable length of time -- depending upon individual circumstances -- after which any press inquiries as to our work and identifications effected will be answered.

Trotter further advised that this has worked most effectively in the past -- we have been commended by the press -- and we have received a good deal of favorable press publicity both locally and nationally on the Bureau's disaster scene work. The press is also informed of the arrangement for notification of next of kin and advised that no information as to identification will be released to them until such notification has been accomplished. Trotter further indicated that, while he had never made a press release as such, he did answer press inquiries as to our work and, after a working arrangement was established with the press, they were on occasion allowed to view at firsthand just how the disaster squad operated. (An agreement is first reached that (1) no photographs will be taken, and (2) the condition of any one particular victim as to impact damage, etc., will not be described in the press story.) As previously indicated, no difficulty has been experienced; we have received very favorable press coverage and this has benefited the Bureau.

Once notification of next of kin has been accomplished, it sometimes occurs that a business associate or another relative will appear at the disaster

REC-323 66-7534-12743

- Tolson \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Belmont \_\_\_\_\_
- Callahan \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Malone \_\_\_\_\_
- McGuire \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Malone  
1 - Mr. Clayton  
APR 28 1960  
MAIL ROOM  TELETYPE UNIT

b.l.d.



Memorandum to the Director

scene seeking information as to a particular victim. Whenever next of kin have been advised and these people seek out Trotter for identification information, he has heretofore notified these people whether we have or have not effected that particular identification. Trotter recommended that the foregoing procedures be continued.

Mr. Tolson was opposed to advising the press that we have identified any one particular individual. He did indicate that the number of identifications made would be a proper matter for release to the press. Mr. Tolson felt that release of specific identities to the press should only be accomplished through the airlines. Messrs. Parsons and Tamm felt that all relations exclusively by the airlines and the Bureau should have no contact with these individuals. (Trotter pointed out that some contact with the relatives of the victim was absolutely essential in order to secure background and descriptive data so that identification work might proceed. It was frequently necessary to interview relatives who appeared at the scene for this purpose.)

The majority of the Conference consisting of Messrs. Mohr, Callahan, DeLoach, McGuire, Ingram, Rosen, Malone, Clayton, Belmont and Trotter felt that the already established practice of answering press and relative inquiries, after next of kin was notified, should be continued "as is" since this was an opportunity to favorably publicize the Bureau's work directly from on-the-scene disaster operations.

Further action on this is being held in abeyance pending the Director's desires.

Respectfully,  
For the Conference

Clyde Tolson

*I share the  
majority view  
H*

April 8, 1960

Mr. Tolson

The Executives Conference

~~TOP JEWEL THIEF PROGRAM~~

SUGGESTION:

In view of the successful procedures being followed in connection with the Top Jewel Thief Program, the Miami Office recommends that it be extended to the point where we concentrate on a selected "Top Three" and that these individuals be completely covered with continuous twenty-four hour coverage until the thief is arrested and evidence is obtained which will result in successful prosecution or some reason exists which would be the basis for no longer concentrating on this individual. The program would, of course, be solely known within the Bureau and, although the suggestion is made that we select the "Top Three," the Conference felt that this could be extended if the facts justified it to more than three.

The current jewel thief program will in no way be changed, and each office will continue to afford the top jewel thieves in their territory coverage consistent with their known activities. This involves spot checks, surveillances, etc.; to the degree justified.

If the individual selected as one of the "Top Three" or more moves from one territory to another, he, of course, will be surveilled and taken from one territory to another by the Agent or Agents who are most familiar with his operations. The surveillance is to be taken up by the new division just as soon as justified, the initial surveilling Agent or Agents to return immediately upon delivering the thief to the new division, to their office of assignment. If it becomes necessary to stay for a period of twenty-four hours or more, then this would have to be justified and approved by the Bureau.

The Conference felt that by concentrating on the selected individuals, even though this may require an expenditure of manpower through surveillances and coverage around the clock, this procedure

- 1 - Mr. Malone
- 1 - Mr. Clayton

AR:jh  
(9)

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REC-24

66-2554-12744

EX-105

20 APR 29 1960

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/18/92 BY SP5 c/mj

**Executives Conference Memorandum**  
**Re: Top Jewel Thief Program**

will be justified. If successful, it will result in the thief being apprehended in the commission of an offense rather than attempting to prove the thief's implication after the theft has occurred. Each office participating will be prepared with the proper surveillance teams ready to move into action, and each office will be sufficiently alerted in advance so that appropriate disguises for Bureau cars and equipment as well as Agents to be assigned to the case are available.

The Conference unanimously recommended the above suggestion be approved.

Those in attendance were Messrs. Tolson, Mohr, Parsons, Belmont, Callahan, DeLoach, Malone, McGuire, Tamm, Trotter, Ingram, Clayton, and Rosen.

**RECOMMENDED ACTION:**

If approved, the top jewel thieves will be designated. It would appear desirable that one be selected in offices in various sections of the country, such as Miami, New York, Chicago, and Los Angeles, and appropriate instructions will be issued.

7/5  
Z

*Handwritten initials*

MR. TOLSON

4/6/60

b6  
b7c

The Executives Conference

cc Mr. Parsons  
Mr. Malone  
Mr. Belmont  
Mr. Clayton

INTERPOL  
General Assembly  
Washington, D. C.,  
10/10-15/60

At the Executives Conference held on 4/6/60, consisting of Messrs. Tolson, Mohr, Parsons, Belmont, Callahan, DeLoach, Malone, McGuire, Rosen, Tamm, Trotter, Ingram and Clayton, consideration was given to the question of affording tours to police officials who attend the General Assembly of Interpol, which is to be held in Washington, D. C., 10/10-15/60.

The State Department has furnished invitations, through diplomatic channels, to the 63 countries represented in Interpol. It is anticipated that 130 delegates will attend. Social functions will be restricted to Government-sponsored affairs by State, Treasury, Defense, and Justice. An earlier plan to permit private funds for this purpose, such as Colt Manufacturing, and others, has been rescinded.

The agenda for the General Assembly will not be prepared for several months. However, Treasury officials have already expressed to Liaison the good possibility that such items as auto theft (which has become a problem in Europe), identification matters, and scientific aids, will be insisted on as agenda items. Treasury recognizes that only the Bureau is expert in these areas, and would very much like to count on our participation when these matters come up in the General Assembly. They are well aware of our position, but this weakness in their representation will be more embarrassing to them, here in our own backyard. There is a good possibility that Treasury, which represents the US in Interpol, will sound the Bureau out as to participation in the Interpol General Assembly. We shall, however, maintain our position of having nothing to do with it.

While we do not do business with Interpol as such, we do have an interest in individual foreign police officials. Foreign police departments cover leads for the Bureau in both criminal and security cases either (1) at the direct request of our Legal Attaches in countries where the Legats are stationed, or countries which the Legats visit, or (2) at the request of the State Department, Central Intelligence Agency, or our military agencies, to whom we assign leads for handling. It is, therefore, important that we develop and retain the good will and respect of foreign police officials.

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-14-92 BY SP-5/SC/dag

*Handwritten notes on right margin:*  
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John...  
94-1-261

- Tolson
- Mohr
- Parsons
- Belmont
- Callahan
- DeLoach
- Malone
- McGuire
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- Trotter
- W.C. Sullivan
- Tele. Room
- Ingram
- Gandy

AHB:CSH (7)

51 MAY 5 1960

MAIL ROOM  TELETYPE UNIT

*Handwritten initials*

66-2554-12745  
6 APR 22 1960

Executives Conference Memorandum  
Re: INTERPOL, General Assembly

The Legats are under instructions to advise the Bureau of any of their police contacts attending the Interpol Assembly next October who request tours and visits to the Bureau. Such officials will be given special treatment when they come to Washington. The question involved is whether other police officials attending this Assembly should be given tours of the Bureau, if such a request is made.

RECOMMENDATION:

The Executives Conference unanimously recommended:

1. In the case of contacts abroad whom our Legats have recommended receive special attention, we should give them a very special tour and special treatment.

*file N*

2. As to other police officials attending this Assembly, in the event they request a tour of the Bureau we will give them a regular tour, without any special treatment. The Conference felt that these police officials are representing various foreign countries, and the Bureau has a definite interest in maintaining their respect and good will as individual police officers. To deny requests for tours would affront them and work to the disadvantage of the Bureau.

If you agree, we will follow the above policy.

*They agree as to the policy but I want to weaken as to No. 2 they will get only the public tour. As the regular tourist get N*

my  
MR. TOLSON

March 28, 1960

THE EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-17-92 BY SP5 ci/df

The Executives Conference of March 23, 1960, consisting of Messrs. Tolson, Ingram, Parsons, DeLoach, Edwards, Clayton, Tamm, Bowles, Mohr, Callahan, Rosen and Belmont, considered the revision of form FD-253 which is the form executed by Special Agents when they are making payments in response to assessments against the Agents Insurance Fund and on which they set forth the beneficiary designated to receive the \$10,000 life insurance provided by this fund. This form also provides for the designation of a beneficiary under the Charles S. Ross Fund which provides "... \$1,500 death benefit to beneficiary of Agents killed in the line of duty."

The recent death of Agent Lee E. Morrow who was killed while driving a Bureau car on official business on March 3, 1960, raised the question within the Bureau as to whether the widow of Agent Morrow would be entitled to \$1,500 from the Ross Fund.

It was pointed out to the conference that the Ross Fund was established under a trust agreement dated December 15, 1944, between May C. Ross and the Director and that Bureau Bulletin No. 3 dated January 5, 1945, which went to the field advised of the creation of the Charles S. Ross Fund and stated the beneficiary of any Special Agent who loses his life by violence as a direct and immediate result of investigative or enforcement activities, other than travel accidents, would receive benefits therefrom. Expenditures from this fund have been in line with this stated policy:

Since the inception of the fund, the following Agents have been killed in gun battles and their beneficiaries each received \$1,500: (1) Joseph J. Brock - 7-26-52, (2) J. Brady Murphy - 9-26-53, (3) Richard C. Horan - 4-18-57. These are the only Agents whose beneficiaries have received payment from the fund. The conference unanimously agreed that expenditures from the fund be continued as in the past and with the exception of Messrs. Rosen and Belmont further agreed that the language on the beneficiary designation form with respect to the Ross Fund be changed to add the wordage "other than travel accidents." If approved by the Director, the language on the form with respect to the Ross Fund beneficiary would read as follows:

- 1 - Mr. Malone (Sent Direct)
- 1 - Mr. Clayton (Sent Direct)
- NPC:med
- (5)

REG-31

66-2554-12746  
25 MAY 12 1960

50 MAY 18 1960

ORIGINAL FILE IN 62-778574-77

Memorandum to Mr. Tolson

"The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1,500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents."

If approved this suggestion would be placed into effect immediately as there are only approximately 5,000 to 6,000 forms presently on hand throughout the field and new forms will have to be printed prior to the next assessment and we could order the destruction of the present forms when new forms are furnished the field.

Mr. Tolson

6/3/60

The Executives Conference

SUGGESTION #812-60

SUBMITTED BY [redacted]

IDENTIFICATION DIVISION

The Executives Conference of 6/1/60, consisting of Messrs. Tolson, Parsons, Clayton, Ingram, Callahan, DeLoach, McGuire, Rosen, Trotter and Malone, considered a suggestion made by Mrs. [redacted] of the Identification Division to the effect that alert, poised, mature and attractive female employees be included in the Bureau's Tour Leader Program.

b6  
b7c

Mrs. [redacted] claims that such a program would more effectively utilize personnel, develop good public relations, result in possible savings in salaries since many male tour leaders are in GS-5 or above, offer new opportunities for women in the FBI and have a more broadening effect since more women will learn about more phases of the Bureau's work. It was pointed out that airlines, Radio City Music Hall and Brussels World Fair and other enterprises have successfully used such help.

The Conference felt that inasmuch as one of the main purposes of the Tour Leader Program is to develop prospective candidates to become Special Agents, and inasmuch as there is no shortage of male tour leaders, that there would be no need to include female employees.

The Conference, including Mr. Tolson, was unanimously opposed to the idea.

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EX-112 ST

REC-53

[Signature] 66-2554-12747

JUN 15 1960

1 - Mr. Clayton  
1 - Mr. Malone  
JFM:sjw  
(5)

JUN 16 1960



MR. TOLSON

May 24, 1960

THE EXECUTIVES CONFERENCE

323,013

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DATE 3-17-92 BY SP-5 C. J. J.

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b7c

The Executives Conference of May 23, 1960, consisting of Messrs. Mohr, Trotter, Clayton, Belmont, Rosen, Parsons, McGuire, DeLoach, Rogers for Malone and Callahan, pursuant to the Director's instructions, re-evaluated the Bureau policy of furnishing transportation to radio operator personnel via Bureau car assigned to Midland and Sowego, Virginia. The Director had instructed such re-evaluation on a memorandum reporting an accident to a 1957 Ford on April 28, 1960, in which damages of \$111.20 were incurred and in which Teletype Operator [redacted] of Midland Radio Station was held responsible and required to pay for the damages incurred.

It was pointed out to the conference that when the Midland and Sowego Radio sites were being established in the Summer of 1955 a memorandum of August 31, 1955, was prepared in which it was recommended and approved that radio operator personnel who lived in the Washington area would be furnished Bureau cars for transporting them from a central point in Fairfax County, Virginia, to the radio sites in the same manner as had been done while the sites were operating at Clinton and Waldorf, Maryland. It was further pointed out to the conference that the Midland and Sowego sites are located in remote rural areas and that the housing development and military installations that had crept into the Clinton and Waldorf areas with accompanying technical interferences had made the change of our radio sites necessary to get away from congested locations and give us more efficient operations with the least interference to transmission and receiving operations.

The conference was further advised that there are 21 radio personnel assigned to these two stations, 8 of whom live in the area adjacent to the radio station sites from as far as 15 to 20 miles away at Warrenton. The remaining 13 employees reside in the metropolitan Washington, D. C. area and meet at the contract storage garage in Fairfax and proceed by Bureau car an hour before their shift commences from this point. It was pointed out that due to family situations, schooling, employment of spouses and other circumstances existing the employees that reside in the metropolitan Washington area do so for such prevailing reasons. It was further pointed out that housing is sparse in the immediate vicinity of the radio sites which is another factor deterring radio personnel from locating in the immediate vicinity of the radio stations.

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NPC:bak

5

- 1- Mr. Malone
- 1- Mr. Clayton

REC- 53

66-2554-12748

11 JUN 16 1960

50 JUN 17 1960

C  
K

21

meo

Executives Conference Memorandum

CONFERENCE RECOMMENDATION

In view of the facts as cited above with respect to the housing situation and other factors set forth above, the Conference unanimously recommended that the Bureau continue to permit the use of Bureau automobiles in transporting radio personnel from Fairfax, Virginia, to the radio station sites at Midland and Sowego.

OK  
H

THE DIRECTOR  
EXECUTIVES CONFERENCE

6/9/60

323 013  
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DATE 3-17-92 BY SP-5C/deg

The Executives Conference on 6/7/60, with Messrs. Tolson, Mohr, Callahan, McGuire, Rosen, Malone, Belmont, Trotter, Clayton, Ingram and Tamm present, considered the suggestion submitted by Mr. B. J. White, Chief of the Physics and Chemistry Section of the Laboratory that the name of the FBI Laboratory be amended to the FBI Laboratories.

The Conference was advised that, while this is a relatively minor change, the plural form is more suggestive of the large scale activities of our "Laboratories" to those who are unacquainted with the actual scope of our work. Moreover, the plural usage is consistent with usage in industrial and other organizations where scientific activities are usually conducted as functions of separate laboratories, such as, research, development, control, et cetera. For example, a large scale operation, such as the Bell Telephone Laboratories, is always spoken of in the plural. In the recent past, particularly at scientific meetings, observations have attested to the fact that those scientists desiring to be complimentary refer now to the "FBI Laboratories." The connotation of a larger and more developed physical plant is inferred by pluralization of the present name. From a technical standpoint it is felt the plural form is proper.

If pluralization of the name is utilized in changing the name of the Laboratory, it is not suggested nor is it recommended that the various sections of the Laboratory be designated by any other title than that presently used, such as the Document Section, Physics and Chemistry Section, et cetera.

The change in the name would necessitate the revision of the Laboratory's report form and revision in various Bureau publications where the term FBI Laboratory is used. However, it is not contemplated such a change would be made except when necessitated by revisions or reprinting of such material.

Messrs. Mohr and Callahan are opposed to the pluralization of the word Laboratory.

Messrs. Tolson, Tamm, Trotter, Belmont, Rosen, McGuire, Malone, Clayton and Ingram are in favor of changing the name of the Laboratory to the "FBI Laboratories."

- Tolson \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Belmont \_\_\_\_\_
- Callahan \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Malone \_\_\_\_\_
- McGuire \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

Messrs. Clayton

Malone

EX 109

REC-24

66-2557-12749

JUN 16 1960

(8) DMG

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JUN 17 1960

**RECOMMENDATION:**

That the FBI Laboratory be designated as and be known in the future as the "FBI Laboratories."

Respectfully,  
For the Conference

Clyde Tolson

*I do not approve*  
*H. W.*

MR. TOLSON

June 30, 1960

THE EXECUTIVES CONFERENCE

SUGGESTION #742-60

SUBMITTED BY SA FLETCHER D. THOMPSON  
SAVANNAH OFFICE

The Executives Conference of 6/29/60 (Messrs. Tolson, Parsons, Callahan, DeLoach, McGuire, Rosen, Sizoo, Bowles, Conrad, Kemper, Ingram, Clayton, and Edwards) considered the merits of a suggestion submitted by Special Agent Fletcher D. Thompson of the Savannah Division that the warning of rights (to say nothin, have counsel, etc.) given to suspects and subjects on oral interview be recorded in the opening paragraph of the memorandum of interview. The paragraph stating that the warning was given would be on Form FD-302 which we use to record all subject, suspect and witness interviews not put in a signed statement. Bureau rules require the warning for subjects and suspects but do not say where to record the giving of it in cases not involving a signed statement. Agent Thompson's suggestion has already been acknowledged by letter advising him that it would be considered.

Under existing instructions signed statements must contain the necessary so-called preamble statement indicating that the subject executing the statement has been appropriately advised of his constitutional rights. Different considerations exist, however, governing those situations where the investigative Agent records the results of oral interviews. Here it has always been considered sufficient if the Agent makes certain he advises the interviewee of his rights. No requirement for any documentation has been necessary because if the issue ever arose in trial the best evidence would have to have the testimony of the Agent to the effect that he did advise the interviewee of his rights. Having the matter incorporated in Form FD-302 would not suffice as the "best evidence." FD-302 was adopted as a result of the Jencks decision for the purpose of recording what the witness said to the Agent in a form producible in court on demand by the defense for the purpose of cross-examining the witness. We are now using Form FD-302 to also record interviews with subjects and suspects.

Separately from Agent Thompson's suggestion, the SAC at Richmond advised by memorandum 6/15/60 re "Report Writing," that some

- 1 - Mr. Malone
  - 1 - Mr. Clayton
- HLE:wmi (5)

Enclosure

52 JUL 12 1960

REC-89

166-2554-12750  
NOT RECORDED  
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ORIGINAL COPY FILED IN 66-2554-12750

**Executives Conference Memorandum**  
**Re: Suggestion #742-60**  
**Submitted by SA Fletcher D. Thompson**  
**Savannah Office**

Agents are already including the suggested warning in FD-302's used to record interviews with subjects and suspects, and some are not. Richmond says it can be argued that inclusion of this statement is administrative in nature and that "should the situation arise where several FD-302's are produced during the course of the trial, some of which include the warning statement and some of which do not, a defense attorney would be in a position to make capital of this situation." Richmond suggests that the statement be included in the FD-302, but asks Bureau advice on what to do.

The Executives Conference, after careful consideration of all the factors involved in this matter, unanimously decided that no change should be made in the current practice and, further, that there was no need to require any uniformity on the part of the various field offices despite the information from the SAC at Richmond indicating that some Agents are including the fact that the warning was given and others are not. It was felt that this is not something which is susceptible of any iron-clad uniform rule.

RECOMMENDATIONS:

1. That Agent Thompson's suggestion, therefore, not be adopted. If this is approved, there is no need to advise Agent Thompson.

2. That the SAC at Richmond be advised that this matter has been carefully considered but the Bureau does not desire any change in the existing practice and it will be satisfactory for each situation to be handled by the Agent as he is now doing. If approved, it is recommended the attached letter to Richmond be sent.

MR. TOLSON

June 21, 1960

THE EXECUTIVES CONFERENCE

~~PLAN OF OPERATION TO HANDLE BOMB THREATS FBI SPACE, DEPARTMENT OF JUSTICE BUILDING~~

323 013  
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DATE 2-17-92 BY SP5C/ry

The Conference considered supplemental instructions with reference to the plan of operation to handle bomb threats in the Department of Justice building insofar as Bureau space is concerned and with particular reference to any bomb threat which is received during regular working hours.

Instructions have previously been issued as set out in memorandum of 2/23/60 to handle any threats during other than regular working hours.

The Conference with Messrs. Parsons, Belmont, Callahan, DeLoach, Malone, McGuire, Tamm, Trotter, Clayton, Ingram, Kemper, and Rosen in attendance, considered the plan of action as set out in memoranda of 6/13/60 and 5/26/60 with enclosure, and unanimously approved the position as heretofore outlined in referenced memoranda.

Briefly, the Conference agreed that the Bureau has a responsibility to set out a definite plan of action in view of the fact that the Department of Justice has not taken a position as to what should be done in the event a bomb threat is received during working hours. Our plan of action relates to Bureau operations solely and sets forth a line of notification and fixes the responsibility in the various divisions. Briefly summarized, it is the consensus of the Conference that the previous recommendation is sound and that it does not appear desirable that the Bureau evacuate the space it occupies during working hours. This would be inadvisable and less desirable than remaining in our own space inasmuch as:

1. The construction of the building greatly reduces the possibility of widespread damage.
2. The possibility exists that there is less hazard by remaining in our own space than by having all our employees evacuated, thereby causing confusion, excitement, and unnecessary publicity.

1 - Mr. Malone  
1 - Mr. Clayton  
AR:jh  
(5)

JUL 1 6 1960

Enclosure

JUL 8 1960

ORIGINAL FILED IN 62-105244-14

**Executives Conference Memorandum**  
**Re: Plan of Operation To Handle Bomb Threats**  
**FBI Space, Department of Justice Building**

3. From a safety factor, it would appear that it may be more desirable by immediately searching our space to create less of a hazard for the employees than an attempt to evacuate the building under emergency circumstances, particularly under conditions where the location of the possible bomb or the site of the possible explosion is unknown and undetermined. Of course, in the event of the location of an explosive or suspicious package, obviously the immediate area can be quickly evacuated in an orderly fashion.

The Conference also recommended that it would appear to be desirable that we should advise the Department of our position so that the record will be clear that our action was taken in the absence of Departmental instructions. This will put the Department on record so that there can be no question concerning our position.

**RECOMMENDED ACTION:**

1. Recommendations previously approved are attached together with approved supplemental instructions.

2. There is attached hereto a memorandum to Deputy Attorney General Walsh briefly advising him of the action which we are taking.



UNITED STATES

# Memorandum

TO : MR. MALONE

DATE: July 15, 1960

FROM : MR. H. L. EDWARDS

SUBJECT: SUGGESTION OF MISS GANDY FOR PRESENTATION TO EXECUTIVES CONFERENCE

Tolson	_____
Mohr	_____
Parsons	_____
Belmont	_____
Callahan	_____
DeLoach	_____
Malone	_____
McGuire	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

On Tuesday, 7/13/60, Miss Gandy called me and said she wanted to pass along for our consideration and any action we deemed merited, an idea which had just occurred to her. She said she had not thoroughly thought out all the pros and cons but felt we would be able to do that better.

Briefly, her idea was that in connection with the 25th Anniversary of the FBI National Academy, the Bureau is getting a flood of very nice congratulatory letters and numerous commendatory resolutions. All of these, of course, are being individually processed and acknowledged as they come in. Miss Gandy's idea was that after these letters have been acknowledged and any appropriate action taken on the resolutions, she thought it might be a good idea to have them all collected and bound into attractive volumes by the Exhibit Section.

Miss Gandy asked me whether we had any library in the Division. I told her we had a number of small reference libraries in various units but that for the purpose of her suggestion I felt a table in the front office or the reception area of the National Academy Unit might be what she had in mind. Her idea was that when the "visiting firemen" come in from various police departments as well as future attendees at National Academy Sessions, it would be nice to have these booklets available so that they could leaf through them to get an idea as to the numerous communications the Director received on this anniversary. She felt it would also have an excellent public relations value.

I thanked Miss Gandy and told her that we would look into it. However, I did point out to her that already many of these letters have been received, marked up by various Records Branch and other markings and placed in their respective files. She realized that but felt that this would be merely something that we would want to consider in connection with analyzing the idea.

HLE:wmj (3)  
Mr. Rogers

Enclosures 1

ENCLOSURE

REC-45

RECORDED

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1 Xerox  
8-2-60  
YPO

*[Handwritten signature]*

Memo for Mr. Malone  
Re: Suggestion of Miss Gandy

I had Mr. Rogers prepare some of his rough views on this which I have attached. I have also attached for your review several samples of typical letters. You can see that they have all kinds of markings on them which, in my opinion, would make it impossible to file these originals in any kind of an exhibit volume. Of course, copies could be made.

At Mr. Mohr's Conference on Wednesday, 7/13/60, I took this matter up with Mr. Mohr. For your information, he feels the idea is not feasible. Frankly, he is opposed to the whole idea and doesn't see where it would have much value. Nevertheless, he instructed that it be presented to the Executives Conference. There was no Executives Conference at all this week. Consequently, I am leaving the matter with you in case you wish to take it up at the Executives Conference during the week of 7/18/60. I would suggest that you first discuss it at Mohr's full conference in order to get the views of representatives of DeLoach's Division, McGuire's Division, and any others who are there.

ADDENDUM: JFM:hd 7/21/60

EXECUTIVES CONFERENCE CONSIDERATION:

Suggestion considered by Executives Conference. Major objection was fact that it would be difficult to make letters in their original form as received available for binding. It was thought that in order to be effective the bound volumes should contain original letters or resolutions. To use facsimiles or photograph copies would detract from their effectiveness. The originals are so marked up for routing and filing purposes almost immediately upon receipt that they could not be effectively bound.

The Executives Conference, consisting of Messrs. Tolson, Hyde, Ingram, McGuire, Parsons, Rosen, Malone, Wick, Clayton, Conrad, Trotter & Mohr, were of the unanimous opinion that under the above circumstances it would not be practical to have the suggested bound exhibit made up.

Miss Gandy orally advised of results.

To: Mr. Edwards

From: J. S. Rogers *JSR*

Re: 25TH ANNIVERSARY, FBI NATIONAL ACADEMY

Miss Gandy has suggested exploring the possibility of mounting the letters and resolutions coming into the Director from National Academy graduates concerning the 25th anniversary of the National Academy so that these letters and resolutions might be placed on exhibit.

The principal problem involved here is handling the incoming letter; from its arrival in the Bureau until the acknowledgement has been mailed, without stamping it or putting longhand notations or initials on it. This could be taken care of by special instructions to the Records Division. The time involved should only be about 3 1/2 to 4 more weeks.

There would have to be a copy of each incoming made so that the action could be noted on it and such copy filed behind the yellow of the letter of acknowledgement.

The letters could be transmitted to the Exhibit Section by Crime Records Division as received and after copy had been made. Exhibit Section could hold them until substantially all had been received and then mount them in books.

As far as resolutions are concerned, these could be handled in much the same fashion as letters except perhaps placed in a volume separately from the letters.

Quite a number of resolutions and letters have already been received. Mr. Morrell in Crime Records feels sure they would have ticklers of the outgoing letters of acknowledgement. They will retain these until something definite is decided on the suggestion. The ones already handled are undoubtedly marked by stamps and by notations and initials. Most of this could be blocked out but we would have to use the copy instead of the original.

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JSR:jss

ENCLOSURE

*66-2554-12752*

ENCLOSURE

When the displayed books are completed they can be placed in the Tour Room or in my office or at Quantico. The National Academy students would get a better chance to see them at Quantico but more graduates and other visitors would get to see them if they were kept in my office.

UNITED STATES

# Memorandum

Tolson	_____
Mohr	_____
Parsons	_____
Belmont	_____
Callahan	_____
DeLoach	_____
Malone	_____
McGuire	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

TO : Mr. Mohr

DATE: 7/21/60

FROM : J. F. Malone *JFM*

SUBJECT: PROPOSED CHANGES IN  
FBI SUGGESTION PROGRAM

323,013  
 ALL INFORMATION CONTAINED  
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 DATE 3/17/92 BY SP5 SUT/PLD/AF/ADS  
*Center*

As you are aware the Director's memorandum of 7/14/60 issued instructions to the effect that all suggestions should be submitted directly to him. The purpose of this memorandum is to recommend certain changes necessitated by the Director's instructions. Attached is a detailed memorandum outlining the present procedures followed in the handling of employees' suggestions and pointing out the functions and purposes of streamlining committees.

Heretofore employees' suggestions were made either orally, by memorandum, or by utilizing suggestion form (FD-252). Streamlining Committees analyzed and evaluated suggestions submitted by employees working within the scope of their particular division. Minor or trivial suggestions which did not affect Bureau policy or procedures and were only limited to the work of one division could be placed into effect or disapproved by the division head without referring the matter to the Suggestion Desk. The primary function of streamlining committees was to "weed out" trivial ideas. This process resulted in not only an increased number of suggestions but a substantial increase in the quality as well. In view of the Director's wishes there is now a question as to whether such committees should continue to function in this manner.

An appropriate letter from the Director was heretofore sent in every case to the suggestor except in those instances in which the proposal was very insignificant to Bureau operations and had been "screened" by a streamlining committee. To acknowledge such suggestions would certainly cheapen the effect of our program.

The following recommendations are designed to carry out the Director's instructions.

1. All employees' suggestions must be submitted on suggestion form (FD-252) which is addressed to the Director. They will be sent directly to the Suggestion Desk for appropriate action.
2. Suggestions, after receipt at the Suggestion Desk which are found to be trivial, insignificant or a request for supplies or equipment, will be returned to the division in which they were initiated with instructions to orally thank the employee.

EX 109 NO REC-18 NOT RECORDED 166-2554-12753 *JFM*

Enclosure  
 JVC:meh:dlp  
 62 SLT  
*det. by sugg desk 8/11/60*  
*8-11-60*

5 AUG 10 1960  
 TWO  
*Hob*  
*DM*

ORIGINAL COPY FILED IN 66-2765-2470

Memorandum for Mr. Mohr  
re: Proposed Changes in FBI Suggestion Program

3. Streamlining committees continue to function and solicit suggestions from employees and seek to find ways of improving operations in their divisions. When suggestions are "farmed out" for analysis, they will be utilized for this purpose. H 7/6  
m

4. If recommendation #3 is approved, that the 3-day deadline presently approved for obtaining views from a division be extended to 5 days to eliminate the necessity of reconvening the streamlining committee each time a suggestion is received by them for views and recommendation. No H 7/6  
m

ADDENDUM, 7/26/60:

This matter was considered by the Executives Conference on July 25, 1960. The Conference was made up of Messrs. Mohr, Wick, McGuire, Evans, Belmont, Conrad, Hyde, Malone, Clayton, Bowles and Ingram. Assistant to the Director J. P. Mohr was of the opinion that employees should not be restricted in the manner in which they referred suggestions. In other words, it was not felt that all employees must submit suggestions on form FD-252. They should be encouraged to use this form, but their failure to do so should not preclude them from submitting suggestions. It was further felt the deadline for suggestions that were farmed out to other divisions for action should not be extended beyond three days inasmuch as it should not be necessary except under some unusual circumstance to call a full meeting of the Streamlining Committee to pass on every suggestion. Mr. Mohr also pointed out that it was the responsibility of the Suggestion Desk to be sure that any important suggestions were immediately brought directly to the attention of the Director. It was realized that it would not be possible to bring every suggestion to the Director's personal attention. \*

RECOMMENDATION: That this matter be referred to the Suggestion Desk for formulation of a new policy for the handling of suggestions.

\*The Executives Conference unanimously agreed:

- (1) That all employees should be encouraged to use regular suggestion forms but their failure to do so should not preclude them

(see next page)

from submitting suggestions.

2. That trivial or insignificant suggestions be returned to the Division in which they were initiated with instructions to orally thank the employee.

3. Streamlining Committees continue to function. They will handle suggestions now only after they have been first sent directly to the Suggestion Desk by the employee.

4. Suggestion Desk will be sure that any important suggestions are immediately brought to the attention of the Director.

5. That deadlines for suggestions not be extended beyond three days.

UNITED STATES

# Memo

- Tolson \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Belmont \_\_\_\_\_
- Callahan \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Malone \_\_\_\_\_
- McGuire \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

TO : MR. MC GUIRE

DATE: 7-29-60

FROM : F. W. WAIKART

SUBJECT: RESTRICTIONS ON AVAILABILITY OF FBI REPORTS AND MEMORANDA IN DEPARTMENT OF JUSTICE FILES

323,013  
ALL INFORMATION CONTAINED  
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DATE 3/17/92 BY SP-5 CIP/ky

### SYNOPSIS:

Request of Paul A. Freund, Professor, Harvard University Law School, dated 7-25-60, addressed to Attorney General, referred to Bureau for views on lifting restrictions on access to copies of FBI reports and memoranda contained in old Department of Justice files stored in National Archives. Archives allegedly not equipped to screen our material from large volume of Justice files as we have previously requested be done on any reviews of these files by outsiders. This impedes Freund, who is under contract to prepare a History of the Supreme Court under an Act of Congress passed in 1955 and paid for from money provided by the "Oliver Wendell Holmes Devise Fund." Freund never investigated by FBI but data in our files reflects telephone number listed in personal telephone book of Allan Rosenberg, member of Soviet espionage ring; friendly with Alger Hiss while both employed in Solicitor General's Office, Department of Justice, 1935-39; and both Hiss and Freund attended Harvard Law School at the same time. Substance of this data on Freund furnished to former Attorney General McGranery at his request on 8-19-52. As recently as 5-10-60 Bureau requested by memorandum to Andretta, Administrative Assistant Attorney General, that restrictions on availability of FBI reports and memoranda in Department of Justice files be continued because of possible compromise of informants and investigative techniques. Believed we should still maintain our position in connection with Freund's present request since Act of Congress cited in this instance also provides for compensation to Federal agencies (conceivably Archives in this case) who are requested to furnish assistance.

(Recommendation on next page)

9 AUG 10 1960

FWW:neb

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Enclosure sent 8-2-60

1 - Mr. Parsons

REC-63

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64 AUG 15 1960

66-7225-1578  
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Memorandum to Mr. McGuire  
Re: RESTRICTIONS ON AVAILABILITY  
OF FBI REPORTS AND MEMORANDA  
IN DEPARTMENT OF JUSTICE FILES

7-29-60

RECOMMENDATION:

Attached is proposed reply to Department of Justice indicating restrictions should be continued. However, if necessary, and in order to comply with intent of Act of Congress authorizing a "History of the Supreme Court," Bureau representative will after FBI material separated from mass of Department of Justice files and upon specific request for individual documents screen and furnish pertinent noncompromising information, if any, relating to such a History.

ADDENDUM:  
8-1-60

On 8-1-60, the Executives Conference/<sup>o</sup> MEMOS consisting of Messrs. Mohr, Parsons, DeLoach, Tamm, Malone, Rosen, Trotter, Hyde for Callahan, Clayton, D. E. Moore for Belmont, and Waikart for McGuire unanimously agreed with this recommendation.

FWW:neb  
(5)

*V. Berg*  
*8/2*  
*MM*  
*8/2*  
*W*

Memorandum to Mr. McGuire  
Re: RESTRICTIONS ON AVAILABILITY  
OF FBI REPORTS AND MEMORANDA  
IN DEPARTMENT OF JUSTICE FILES

7-29-60

DETAILS:

Reference is made to the attached memorandum dated 7-28-60 addressed to Mr. Rosen from John D. Calhoun, Assistant Deputy Attorney General, transmitting a letter to the Attorney General from Paul A. Freund, Harvard University Law School, Cambridge, Massachusetts, dated 7-25-60. Mr. Freund, referred to as Professor in the transmittal memorandum, advised that he had been confronted with an administrative problem in the course of preparing a History of the Supreme Court. According to Freund, an important source of information on Supreme Court litigation is contained in the voluminous collection of case files in the Department of Justice Section of the National Archives. In seeking to examine this material Freund and his associates were confronted by the restriction that before a file may be used it must be searched by a member of the Archives staff for the purpose of removing any FBI reports or memoranda. He indicated that this task entailed an amount of time and effort which the Archives staff is not equipped to expend. Freund requested the Attorney General to remove this restriction and cited an Act of Congress (Public Law 246 - 84th Session) which empowers the Committee in charge of preparing a History of the Supreme Court to "call upon Federal agencies for their advice and assistance." Freund further stated that no general precedent need be set by such an exception and if one of his editors should desire to make use of any FBI material in the History, it might be made a condition of such use that the material be submitted to a designated officer of the Department of Justice for review and approval.

The Act of Congress referred to is entitled "Oliver Wendell Holmes Devise--Permanent Committee." Under this Law passed in August, 1955, a Permanent Committee composed of five members was authorized to employ one or more scholars to, among other things, prepare a History of the Supreme Court of the United States and the Law also authorized funds for this purpose. The Committee was to be headed by the Librarian of Congress and four members appointed by the President from each of the following: The Association of American Law Schools; The American Philosophical Society; The American Historical Association; and The Association of American Universities.

A check of our files reflects a Security of Government Employees file (140-13555) opened in September, 1956, on Paul Abraham Freund, Applicant - Editor in-Chief of the History of the Supreme Court, Library of Congress.

Memorandum to Mr. McGuire  
Re: RESTRICTIONS ON AVAILABILITY  
OF FBI REPORTS AND MEMORANDA  
IN DEPARTMENT OF JUSTICE FILES

7-29-60

No investigation as such was conducted since it was determined that Freund would be paid from the Oliver Wendell Holmes Devise Fund as an independent contractor and, accordingly, was not an employee of the Federal Government. A press release dated 9-7-56 issued by the Library of Congress indicated that Professor Paul A. Freund of the Harvard Law School had been designated by the Librarian of Congress to prepare a History of the Supreme Court. At that time the Oliver Wendell Holmes Devise Fund from which expenses for the preparation of the History were to be paid was valued at approximately \$430,000. A Permanent Committee authorized by Congress was to spend the income from the Fund and as much of the principal as necessary to prepare a History of the Supreme Court consisting of ten to twelve volumes and which would be comprehensive, authoritative, and interpretative. The copy of a contractual appointment with Professor Freund attached to the Library of Congress press release indicated that he was being offered \$5,000 a year and travel expenses not to exceed \$20 a day.

Although no complete investigation of Freund has been conducted by the Bureau, our files reflect that during the Nathan Gregory Silvermaster investigation, the telephone number of Paul Freund, Washington, D. C., was reported to be listed in the personal telephone book of Allan Rosenberg, member of a Soviet espionage ring. The significance of this listing was never determined. During the perjury investigation of Alger Hiss in 1949, one individual recalled that Freund was employed in the Solicitor General's Office of the Department of Justice in Washington, D. C., at about the same time Hiss was employed and that Freund was quite close to Hiss. Also, a Professor Henry M. Hart, Harvard Law School, stated that Freund had been a friend of Hiss. Freund when interviewed in January of 1949 in the Hiss case during our investigation of Alger Hiss advised that he had resided in Washington, D. C., from approximately 1933 until 1939 while employed in the Solicitor General's Office from 1935 to 1939. With respect to Hiss, Freund stated that he had seen Hiss off and on during that time and socially they had been on friendly terms. He stated that Hiss had been employed in the same section as he (Freund) had and stated that their offices were close to each other. He met Hiss at various social gatherings but they had never been intimate friends. He could never recall having visited the home of Hiss and stated that at no time had he ever heard anything reflecting upon the loyalty of Hiss or indicating Hiss was sympathetic in any way with any communist ideology.

Memorandum to Mr. McGuire  
Re: RESTRICTIONS ON AVAILABILITY  
OF FBI REPORTS AND MEMORANDA  
IN DEPARTMENT OF JUSTICE FILES

7-29-60

In the March 7, 1950, issue of the Washington Times-Herald newspaper an article appeared which was captioned "20 Harvard Professors Tied to the Reds." This article was reported to be one "of a series of articles on Harvard University and its connection with left wingers." This article stated that the Harvard faculty included about 20 professors who repeatedly had supported Communist-front organizations officially described as such by the Department of Justice. The article further mentioned that several professors teaching at Harvard Law School were in Harvard with Alger Hiss and that among those individuals was Paul A. Freund.

In August, 1952, at the request of the then Attorney General James P. McGranery he was furnished the substance of the above information on Freund contained in our files (105-19180-1).

The 1952-53 edition of "Who's Who in America" listed Freund as an Educator; born St. Louis, Missouri, 2-16-08; LL.B., Harvard, 1931, S. J. D., 1932. He was a Law Clerk to Justice Brandeis, 1932-33; legal staff, Treasury Department and R. F. C., 1933-35; Special Assistant to Attorney General, Office of the Solicitor General, 1935-39, 1942-46. He was a member of numerous organizations and also listed as a lecturer on law and professor of law at Harvard from 1939 to 1950. He has contributed numerous articles on Constitutional law and related subjects to legal journals as well as being an author of "On Understanding the Supreme Court," (1949).

Concerning restrictions on FBI reports and memoranda in Department of Justice files, reference is made to my memorandum dated 5-6-60 (66-7225-1547). Attached is a letter (copy) dated 4-22-60 addressed to S. A. Andretta, Administrative Assistant Attorney General, from Thad Page, Chief Archivist, General Records Division, National Archives, concerning the restrictions on FBI reports and memoranda contained in Department of Justice files now in the custody of Archives. Page referred to the fact that for a number of years [redacted] Records Administration Officer in the Department of Justice, had been orally requesting Archives to restrict the availability of Bureau reports and memoranda contained in Department of Justice files to researchers who may request to review these files over 25 years of age which

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Memorandum to Mr. McGuire  
Re: RESTRICTIONS ON AVAILABILITY  
OF FBI REPORTS AND MEMORANDA  
IN DEPARTMENT OF JUSTICE FILES

7-29-60

are in the custody of Archives. Archives requested the Department to consider withdrawing this oral request in favor of normal Archival restrictions which limit access to any document that contains derogatory information about living persons or that contains information that could be embarrassing to living persons. It was learned directly from [redacted] that for a period of years, on his own volition and based on statements he recalled Mr. Hoover having made that FBI investigative reports should not be made available to unauthorized persons in view of possible compromises of Bureau sources of information, he had been restricting access to our material in Justice Department files by scholars and students who might review old Justice records from time to time. [redacted] advised that the records in question that they have stored in Archives do not contain classified information under Executive Order 10501 and all material of this nature which includes our security reports and memoranda is maintained on a limited basis in GSA Records Centers where no access of any kind is authorized except by approved Department of Justice personnel. The material referred to by Archives relates primarily to old criminal violations in which the Bureau has furnished reports and memoranda to the Department. Based on the Director's approval, we acknowledged Andretta's memorandum under date of 5-10-60 indicating that on many occasions confidential sources and investigative techniques are revealed or are otherwise apparent in FBI reports and memoranda and we requested that access to these reports and memoranda regardless of where they are maintained continue to be restricted without regard to age, category, or content. Presumably, our statement was used in acknowledging Chief Archivist Page's letter to the Department concerning desired restrictions on Bureau documents in Department of Justice files.

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In connection with the present request of Professor Freund, Harvard University Law School, it is believed that we should still take the position that FBI reports and memoranda in the old Department of Justice files should be restricted as to any direct review by Freund or any member of his staff. While Freund points out that no general precedent would be set by an exception in his case, the fact remains that it would be an exception and thereafter we would probably be flooded with requests from other professors, students, and so-called "scholars." It would be extremely difficult to draw

Memorandum to Mr. McGuire  
Re: RESTRICTIONS ON AVAILABILITY  
OF FBI REPORTS AND MEMORANDA  
IN DEPARTMENT OF JUSTICE FILES

7-29-60

any distinction between the various types of requests. On the other hand, it is believed that we can insist that present restrictions be maintained; however, in order to comply with the intent of Congress in providing for the preparation of the History of the Supreme Court, we will upon specific request have a Bureau representative personally screen any Bureau reports and memoranda contained in Department of Justice files reviewed by Freund for information that might be pertinent to such a History. I believe, however, we should first insist upon Archives performing the initial screening to separate Bureau material before review by Freund and that thereafter, if necessary, we will on requests for specific documents review the material for pertinent information, if any. In this regard, it is noted that the Act of Congress, while providing for voluntary "advice and assistance" of Federal agencies also authorizes reimbursement "as may be agreed upon by the Committee and the agency." Accordingly, the attached reply to Assistant Deputy Attorney General Calhoun is suggested.

August 16, 1960

MR. TOLSON

THE EXECUTIVES CONFERENCE

SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION (SAMBA) SUPPLEMENTAL INSURANCE

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-17-92 BY SP-Sci/deg

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The Executives Conference of August 15, 1960, consisting of Messrs. Parson, DeLoach, Tamm, Callahan, Waikart, Malone, Rosen, Clayton, Bowles, Sizoo and Mohr, considered the present group life insurance benefits available to Bureau employees under the Special Agents Mutual Benefit Association (SAMBA) and considered the possibility of extending these benefits.

It is a requirement that every employee joining SAMBA must buy \$1,000 group life insurance at 50 cents per month per thousand. Every employee may purchase an additional \$4,000 of insurance at the same rate of 50 cents per month per thousand. In other words, the maximum life insurance available under SAMBA at the present time is \$5,000.

The Conference was informed that the suggestion has been made from time to time that SAMBA increase the amount of life insurance that can be made available to its members. This suggestion was submitted to the insurer, The Prudential Life Insurance Company, and that company felt that additional insurance could be made available to certain groups of employees at approximately the same rate being paid for the insurance now being offered by SAMBA. The Board of Directors of SAMBA recommended that all employees in Grades GS-13 and above be permitted to purchase an additional \$5,000 of life insurance. There are 3,435 Special Agents in Grades GS-13 and above, plus 12 clerical employees.

The Conference was informed that Prudential would write supplemental insurance if 75 per cent of all eligibles participated at a rate of 60 cents per month per \$1,000 of insurance. The reason for the higher rate is because the average age for employees in Grades GS-13 and above is higher than for the over-all group. Prudential proposes to make this offer available for an enrollment period of 30 days from September 1, 1960, to September 30, 1960, and to make the insurance effective on October 10, 1960, if a large enough group indicates it is desirous of

- 1 - Mr. Malone
- 1 - Mr. Clayton
- JPM:hif
- (5)

SENT DIRECTOR  
8-17-60

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REC-64

66-2554-12755

EX-105

11 SEP 1960

**Executives Conference Memorandum**  
**Re: Special Agents Mutual Benefit Association**

this extended coverage. It will be possible during this 30-day enrollment period for any employee eligible to purchase this insurance without evidence of insurability. In other words, any employee eligible can purchase the additional amount without a physical examination. If this insurance is placed in effect, employees in Grades GS-13 and above would thereafter only have two options available to them, namely, the \$10,000 sum or the \$1,000 sum. However, if an employee is promoted to Grade GS-13 and has the \$5,000 group health insurance they can retain this \$5,000 or he can exercise the option within a 30-day period and get the additional \$5,000 for the total of \$10,000 without evidence of insurability.

The Executives Conference unanimously recommended that subject to the approval of the Director that SAMBA offer the additional group life insurance to all employees in Grades GS-13 and above at a rate of 60 cents per thousand per month and that such enrollment period extend from September 1, 1960, to September 30, 1960.

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MR. TOLSON

9/12/60

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EXECUTIVES CONFERENCE

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SUGGESTION #53-61, by H. O. Bly,  
for indoctrination course on  
communism

The Executives Conference, on 9/12/60, consisting of Messrs. Tolson, Parsons, Mohr, Callahan, Wick (for DeLoach), Edwards (for Malone), Waikart (for McGuire), Rosen, Tamm, Trotter, Ingram, Clayton and Belmont, considered a suggestion by Supervisor H. O. Bly of the Domestic Intelligence Division that the FBI conduct a series of two-day indoctrination courses on communism, for key executives in the Federal government.

Mr. Bly states this suggestion was made for the purpose of maintaining the pre-eminent position of the FBI in the communist field, and to fulfill a greatly needed function in the fight against communism. He points out that Vice President Nixon has stated our government activities must be reorganized to take the initiative from the communists; that we must develop a better training program for the men and women who will represent our country at home and abroad; that we need men with broad knowledge of the intricacies and techniques of the communists who, with zeal and dedication, will out-think, outwork, and outlast the enemies of freedom.

Bly points out that over the years the FBI has had the responsibility for investigation of communism in the USA, and we have become specialists in the communist field. We should use our specialized knowledge to help educate key government executives on the strategy and tactics of communism.

Mr. Bly proposes we should start out in a modest way, offering a two-day indoctrination course on communism, limited to 50 - 80 key Federal government executives, the course to be repeated as often as desirable to impart an extremely practical knowledge of communism, so that key government executives would understand communism and communist strategy and tactics.

Mr. Bly states our National Academy is a tremendous asset in the fight against crime, and an FBI indoctrination course could be equally successful in the fight against communism.

cc Mr. Malone  
Mr. Clayton  
Mr. Parsons (sent direct)  
Mr. Belmont " "

REC-18  
EX-102

66-2554-12756  
SEP 16 1960

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51 SEP 19 1960

Executives Conference  
memorandum, to Mr. Tolson

**EXECUTIVES CONFERENCE RECOMMENDATION:**

It was pointed out that we are already doing what Supervisor Bly suggests to a considerable extent by lectures to government agencies, war colleges, security forces, et cetera. For example, the Central Research Section made 55 appearances before government agencies during the past year. These were supplemented by talks by liaison on security, and by Mr. Belmont's appearances before war colleges.

The Conference recommended continued appearance before government agencies, wherever feasible, but recommended against an indoctrination course of the type suggested by Mr. Bly, on the basis that we could not be as selective as we now are; also that government agencies, such as the Central Intelligence Agency, State Department, and the Military services have their own training courses wherein they discuss communism (before which we appear when invited).

If you agree, we will continue to indoctrinate personnel of other agencies through our written dissemination and through appearances, where feasible, before these agencies, in their schools, security meetings, et cetera.

Mr. Tolson

October 3, 1960

The Executives Conference

~~DESTRUCTION OF INDEX CARDS~~

On September 28, 1960, the Executives Conference considered a suggestion proposing that when files over 20 years old are destroyed in the field the corresponding index cards should be destroyed. Under the present procedure, the index cards are retained in the field office.

The Executives Conference, consisting of Messrs. Tolson, Mohr, Parsons, Belmont, Callahan, Malone, Rosen, Waikart, Wick, Tamm, Trotter, Clayton and Ingram, was of the unanimous opinion that the field should be advised that in the future it will be permissible to destroy index cards at the time the files are destroyed, consistent with the manpower available to effect this procedure.

RECOMMENDATION:

That the enclosed change for the Manual of Rules and Regulations be approved.

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DATE 3-16-92 BY SP-5 cjd/deg

R

Enclosure

- 1 - Mr. Clayton
- 1 - Mr. Malone

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EX 100

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66-2554-12757

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UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Callahan \_\_\_\_\_  
 DeLoach \_\_\_\_\_  
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 W.C. Sullivan \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Ingram \_\_\_\_\_  
 Gandy \_\_\_\_\_

*Frank*

TO : The Director

DATE: November 16, 1960

FROM : The Executives Conference

323013  
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 DATE 3-16-92 BY SP5ci/dyg

SUBJECT: FBI NATIONAL ACADEMY ASSOCIATES (NAA)

The Executives Conference, on 11/14/60, considered the question of whether the affairs of the FBI National Academy Associates (NAA) should be carried on by delegates meeting biannually in Washington. Those present were Messrs. Mohr, Parsons, Callahan, Tamm, DeLoach, Ingram, Belmont, McGuire, Rosen and Malone.

The Conference, with the exception of Mr. Tamm, felt we should have a system of delegates.

At the present time there are 2,561 graduates actively engaged in law enforcement in the United States. There are 340 retired graduates. These are eligible for continued active membership in the FBI NAA.

Of the eligible graduates, about one third pay annual dues of \$2.00 per year. So far this year 832 graduates have paid dues. The FBI NAA treasury has about \$7,000 in it.

In favoring the adoption of a delegate system, the majority of the Conference agreed upon the following:

1. The meetings of the delegates should be held only in Washington and at the call of the Bureau.
2. One delegate should be chosen from each state or regional chapter. There are 37 such chapters. If there are field office chapters within the state or regional chapters (Example: Rhode Island Chapter has a state chapter but the members are also members of the New England Chapter), the delegate would only come from the regional chapter. Attached is a chart showing the state and regional chapters. Unless otherwise indicated, the chapters are by states.
3. The delegate should be the president of the chapter serving at the time the meeting is held or someone appointed by him as a delegate.

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1-ENCLOSURE

1-694-1-666 (copy)

1 - Mr. Malone

1 - Mr. Clayton

Enclosure

JSR:ap

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*JSR mms  
 JSR to Malone  
 1/15/60  
 JSR/ap*

REC-82

DEC 6 1960

EX-102

66-2554-12758

Executives Conference Memorandum  
Re: FBI National Academy Associates  
94-1-666

4. A delegate would have the same number of votes as there are active dues-paid-up members in the chapter he represents.

5. The expenses of the delegates and the sixteen members of the Board of Officers would be paid by the FBI NAA treasury. For a two-day meeting it is estimated this would be approximately \$150 per person (\$100 average travel cost and \$25 per day subsistence). The total for 53 persons (37 delegates and 16 officers) would be approximately \$8,000. 53 persons would be the maximum as it is believed members of the Board of Officers might also serve as the delegates from their chapters.

6. Since the approximately \$1,800 now being paid in as dues each year would equal only \$3,600 every two years, it will be necessary to increase the dues to \$3,00 per year or require each graduate to pay his dues each year. The latter could possibly be accomplished by advising the graduates that the number of votes each delegate has will be based on the total number of dues-paid-up graduates in his chapter. The Conference favored this approach.

7. Attendance would be strictly limited to delegates and the Board of Officers.

8. There would be no training courses of any kind offered to the delegates because to do so would create a demand for other graduates to attend.

9. The Bureau would not intercede with state, county and municipal officials to permit the attendance of delegates.

Mr. Tamm opposed the idea of a delegate system. He recommends that the national organization as such be dissolved and that the activities of the NAA be carried on through the state and regional chapters.

At the present time, the Constitution of the FBI NAA provides for the election of officers every two years by mail voting.

Executives Conference Memorandum  
Re: FBI National Academy Associates  
94-1-666

If the Director approves the majority view, we will draw up a revised FBI NAA Constitution to be approved by the graduates. The Field and the graduates will then be notified of the Bureau's desires for the adoption of the delegate system so that the proposed Constitution can be ratified by mail vote.

The first delegate meeting would not be held until 1962 since Marvin G. Lane of Detroit was just elevated to the presidency of the FBI NAA on 10/7/60 when Harold R. Dowd who had been president for the past three years resigned.

Respectfully,  
For the Conference

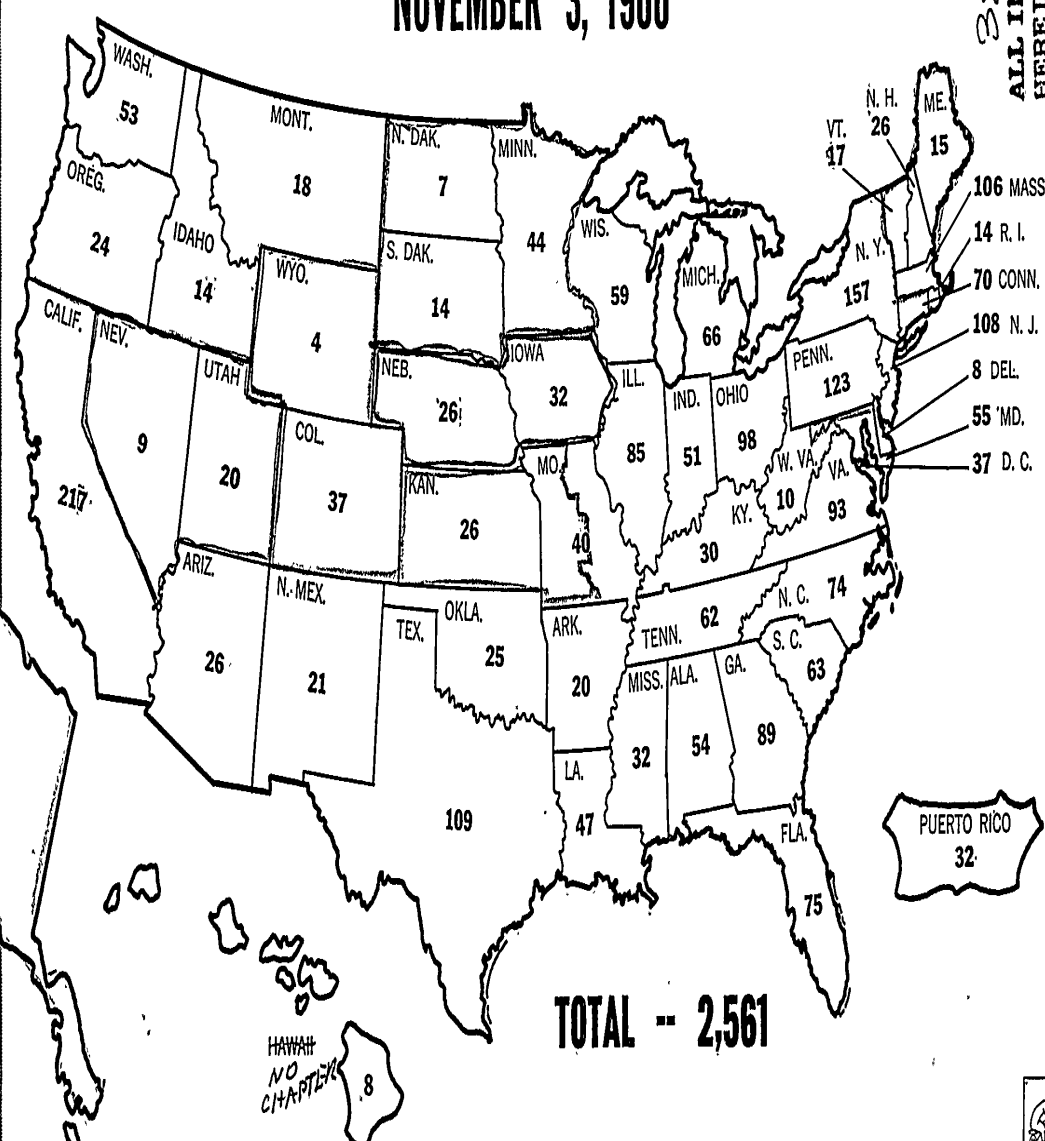
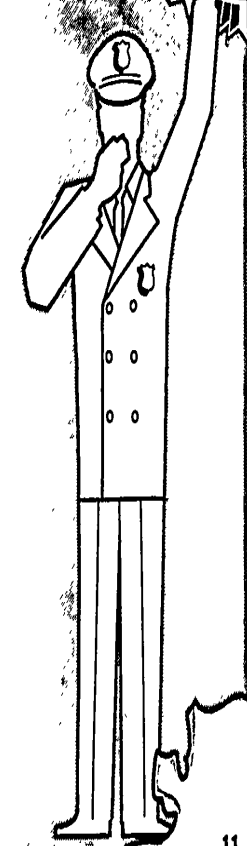
Clyde Tolson

FEDERAL BUREAU OF INVESTIGATION  
 UNITED STATES DEPARTMENT OF JUSTICE  
 JOHN EDGAR HOOVER, DIRECTOR



# FBI NATIONAL ACADEMY GEOGRAPHICAL DISTRIBUTION OF GRADUATES NOW ACTIVE IN LAW ENFORCEMENT

NOVEMBER 3, 1960



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ENCLOSURE

66-2554-12758



UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Callahan \_\_\_\_\_  
 DeLoach \_\_\_\_\_  
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 W.C. Sullivan \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Ingram \_\_\_\_\_  
 Gandy \_\_\_\_\_

TO : Mr. Mohr

DATE: October 17, 1960

FROM : C. D. DeLoach

*File*  
*CD*

*Supervision - ... S.F.*

SUBJECT: SUGGESTED POSTER CONCERNING FRAUDULENT CHECKS

For record purposes, the Executives' Conference on September 28, 1960, considered captioned matter and the desirability of issuing a poster along the suggested theme.

After a thorough discussion by all concerned it was agreed that this device quite probably would not serve the purpose for which intended, namely good publicity for the FBI. It was stated by Mr. Tolson that the poster and the idea behind it goes just a little too far and it would be most difficult to depict precisely the demarcation between police and FBI interest in the matter of checks so that the public could understand.

ACTION TAKEN:

It was the consensus of the Conference that no action be taken on this matter at this time.

- 1 - Mr. Rosen
- 1 - Mr. Jones

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CRIME RESEARCH

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52 OCT 25 1960

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11/14/60

MR. TOLSON

EXECUTIVES CONFERENCE

SOUND SCHOOL TRAINING

323,013  
ALL INFORMATION CONTAINED  
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DATE 3-16-92 BY SP-Sci/deg

On 11/14/60, the Executives Conference, consisting of Messrs. Parsons, Callahan, Mohr, DeLoach, Belmont, Malone, McGuire, Rosen, Ingram, Bowles, Tavel and Tamm, considered the question of conducting Sound Training Schools in 1961. The Laboratory, it is noted, had suggested that two or three Sound Training Schools be held in 1961.

The Conference was advised that there are 132 Sound men distributed among 53 field offices, but 40 of these are concentrated in the five largest offices (Chicago, Los Angeles, New York, San Francisco and Washington Field) and 20 are assigned to resident agencies. This leaves only 72 men for assignment to the remaining 48 field offices. Twenty of these offices have only one Sound man and in four of these he is assigned to a resident agency. One office has shown that a resident agency Sound man is not always quickly available to the headquarters city and maximum benefit from technical equipment and training is not realized.

It is noted that Sound training consists of a great number of things and that wire tapping training, as such, is a minor part of the training at the present time. A great deal of the sound men's work has to do with the maintenance of the Bureau's sound equipment and the security of the office and communications system. Also, a good deal of time is spent on the Bureau's that Sound Training Schools in the past have been of 24 days' duration, with 19 days spent on Sound and related matters and 5 days' instruction on locks. It is felt that, because of the improvements and changes in electronic equipment, the school should be changed and last for a period of 27 days, with 22 days to be spent on Sound, Radio and other related matters and 5 days on locks. It is further noted that this includes scheduling classes on each Saturday that the men are here in Washington. In order to make this training take the place of In-Service, the Conference suggests an additional two and a half days be devoted to firearms and In-Service type lectures while the men are in Washington.

- Tolson \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Belmont \_\_\_\_\_
- Callahan \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Malone \_\_\_\_\_
- McGuire \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

cc Messrs. Malone  
Clayton

GT:DMG

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66-2554-12759

DEC 16 1960

ORIGINAL FILED IN 1-412

Memorandum to Mr. Tolson

Re: Sound School Training

The Conference unanimously recommends that three Sound Training Schools be held, to consist of 16 men per class or a total of 48 men to be trained in 1961.

The Conference also recommends that the curriculum as submitted by the Laboratory consisting of 27 days of training be approved.

OK  
H,

UNITED STATES GOVT

# Memorandum

*CRD  
mmw*

<i>[Signature]</i>	Belmont
<i>[Signature]</i>	Callahan
<i>[Signature]</i>	Conrad
<i>[Signature]</i>	DeLoach
<i>[Signature]</i>	Malone
<i>[Signature]</i>	McGuire
<i>[Signature]</i>	Rosen
<i>[Signature]</i>	Trotter
<i>[Signature]</i>	Evans
<i>[Signature]</i>	W.C. Sullivan
<i>[Signature]</i>	Tele. Room
<i>[Signature]</i>	Ingram
<i>[Signature]</i>	Gandy
<i>[Signature]</i>	Mr. Tavel

TO : Mr. C. Ray Davidson  
President, FBIRA

DATE: 2-9-61

FROM : Carl A. Harris *CAH*  
Activity Promoter

SUBJECT: PISTOL CLUB  
FBIRA Activity

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-16-92 BY *[Signature]*

*CR - Davidson*  
*J. Sloan*

## BACKGROUND:

The FBIRA Pistol Club for non-Agent personnel has been dormant for about six years. The club formerly used the indoor range after 6 p.m. and a qualified firearms instructor was required to be present. The range was closed to the Pistol Club during 1954 because of repairs that were being made. Subsequent requests to reactivate the club were turned down because (1) initial enthusiasm usually wanes, particularly with the advent of warm weather, resulting in decreased attendance; (2) the hazard of accident always exists with the possibility of a tort claim against the government; (3) other possible embarrassments to the Bureau might arise, i.e., those which could stem from clerical employees having firearms in their possession at home or while en route to the range.

On March 16, 1955, certain members of the Executives Conference recommended against the FBI American Legion using the indoor range for one hour on Saturday mornings and the Director concurred. Reasons for the unfavorable vote were similar to those set forth in (2) and (3) above. The matter was presented to the Director again in August, 1957, and he approved a recommendation that no effort be made to reactivate the Pistol Club at that time.

## CURRENT INQUIRY:

[Redacted] GS-5 Clerk, Name Searching Unit, Files and Communications Division, has asked that the Pistol Club be re-formed. He said that he has the names of 45 employees who are interested.

## RECOMMENDATIONS:

1. That [Redacted] request for reactivation of the FBIRA Pistol Club for non-Agent personnel be disapproved since the previous objections still exist.

2. That [Redacted] be orally thanked through his Agent Supervisor for the interest which prompted his inquiry and that it be tactfully explained to him why the Bureau does not wish to sponsor a Pistol Club for non-Agent personnel at this time.

- 1 - Personnel file of [Redacted]
- 1 - FBIRA Folder
- 1 - Mr. Henry L. Sloan, SAC, Quantico

CAH:pam (5)

58 APR 13 1961

SEE ADDENDUM PAGE 2

*I agree*  
*[Signature]*  
APR 11 1961

*[Signature]*  
*[Signature]*  
*[Signature]*  
THREE  
*[Signature]*

ORIGINAL FILED IN 62-26176-4744

ADDENDUM: NPC:med 2-27-61

The Executives Conference of February 27, 1961, consisting of Messrs. Tolson, Mohr, Parsons, Trotter, Tavel, Evans, Clayton, Belmont, Malone, McGuire, Rosen, Conrad, Ingram, DeLoach and Callahan, considered the current suggestion of employee [redacted] to re-form the Pistol Club under the sponsorship of the FBIRA. It was pointed out that a number of our clerical employees through the National Rifle Association presently are members of pistol clubs and participate in competition in the Washington, D. C., area. It was further pointed out that the Training and Inspection Division would assign firearms men from the staff at Quantico to supervise the activities of this club.

b6  
b7c

The conference was unanimous in recommending in view of the indicated interest of 45 employees that further consideration be given to the re-formation of the Pistol Club at this time.

*Office* *med* *9/27* *ESP*  
I think it should be done.  
✓  
J

*grr*  
*3/1*

Organizational meeting  
Scheduled 3/9/61

Memo of C.A. Harris to  
C. Ray Davidson 3-20-61  
re Pistol Club plans.

THE DIRECTOR

January 16, 1961

THE EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-16-92 BY SP5 a/bef

SMOKING IN BUREAU SPACE

Mr. Tavel made a survey regarding smoking in Bureau space and the results were presented to the Executives Conference on January 11, 1961. Present at the Conference were Messrs. Parsons, Mohr, Ingram, Clayton, Tavel, Tamm, Callahan, DeLoach, H. L. Edwards, Belmont, Rosen, Trotter and McGuire.

The question of smoking was raised by a complaint from one of the employees of the Cryptanalysis Section of the Laboratory Division located in the Identification Building. There are a large number of employees in one large room, and Mr. Downing's office is in a corner of this room in a glass enclosure. Smoking is permitted in Mr. Downing's office but not elsewhere in the section. The complainant felt it was not fair for Mr. Downing to be permitted to smoke while others in the section could not, pointing out from the fire hazard standpoint papers handled by Mr. Downing were as important as others in the section.

The Conference was advised that little in writing appears to exist concerning permission to smoke and most existing regulations are a matter of custom or policy established by division heads. Executives Conference Memo dated February 25, 1954, dealt with smoking in Laboratory space, particularly with reference to smoking in areas along the tour route. The Director stated then, "I will allow smoking in any area in which no tours or special tours go."

In order to achieve some uniformity as to smoking regulations, the following rules existing throughout the Seat of Government were presented to the Conference.

SMOKING PROHIBITED:

Smoking is presently prohibited in the following instances:

1. In areas where tours enter or employees are in view of tourists.
2. In classrooms.
3. In areas where a specific fire hazard exists, such as :
  - (a) Laboratory space where ether or other inflammable and dangerous fluids are handled;
  - (b) Crime Records Division storeroom in the basement and attic storage space on eighth floor;

WNT:lae (5)

- 1 - Mr. Malone
- 1 - Mr. Clayton

67 JAN 18 1961

63 FEB 3 1961

X-102 REC-57

66-2554-12760

10 JAN 18 1961

**Executives Conference Memorandum**  
**Re: Smoking in Bureau Space**

(c) Administrative Division supply room (except administrative offices) and Printing Shop in Mechanical Section; Paint Shop and employees at drafting tables in Exhibits Section; Voucher Section IBM Machine Room and at card punch machines.

4. Messengers are not permitted to smoke on runs.

The Conference was unanimous that smoking should continue to be prohibited in the above four instances.

5. Female employees are not permitted to smoke in any of the areas during working hours. They can, of course, smoke prior to beginning work, after work or during break periods in rest rooms and in designated rest areas. This policy was last considered in October 1957, when a female employee suggested that female employees be permitted to smoke during working hours at desks, feeling time would be saved in that some girls might not take authorized breaks if permitted to smoke at desks. It was recommended and approved by the Director that no change be made in rule regarding female employees not smoking as set out above.

The Conference reconsidered this question on January 11, Mr. Mohr feeling there is no reason to deny female employees the privilege of smoking, since it is socially acceptable and male clerical employees are permitted to smoke at desks in Justice Building, in Name Check Section and Voucher Section in the Identification Building with above-noted exceptions. Mr. Belmont pointed out that female employees smoke in other Government agencies, but felt this created a bad impression. Messrs. Mohr, Edwards and Tavel were in favor of permitting female employees to smoke and Messrs. Belmont, Callahan, DeLoach, Ingram, Rosen, Tamm, Trotter, McGuire, Parsons and Clayton felt no change should be made in present prohibition against female employees smoking.

6. In the Identification Division space and Files and Communications Division space, both in Identification and Justice Buildings, no smoking is permitted in working areas during working hours except in administrative offices. Employees can smoke, of course, before and after work, during lunch and ten-minute break periods in morning and afternoon and in rest rooms.

The question was raised as to whether smoking should be permitted anywhere in Identification Building and in Files and Communications space in the Justice Building by clerical employees at desks or in their normal working areas. Mr. Mohr felt that we should permit smoking on this basis to be fair and uniform and felt there was no greater fire hazard in Identification Division and Files space than in space where smoking is now permitted by male clerks. Mr. Trotter was opposed to any change in the present rule, stating that clerical employees were not being seriously prejudiced since

Executives Conference Memorandum  
Re: Smoking in Bureau Space

opportunities to smoke are sufficiently frequent during breaks, lunch hours, etc. Messrs. Mohr, Ingram, Tavel, Tamm and Parsons were in favor of permitting employees to smoke anywhere in Identification Building and in space occupied by Files and Communications Division in Justice Building while at desks or in normal working areas during working hours, with exceptions set out in this memo as to tours, hazard areas, classrooms, etc. Messrs. Callahan, DeLoach, Edwards, McGuire, Belmont, Rosen, Trotter and Clayton felt no change should be made in present regulations.

SMOKING PERMITTED:

1. Agents are generally permitted to smoke anywhere at the Seat of Government except the restricted areas listed above.
2. Male clerical employees are permitted to smoke at desks in Justice Building, and in Name Check and Voucher Sections in Identification Building, with the above-noted exceptions.

With reference to male clerical employees smoking in Cryptanalysis Section, Identification Building, Mr. Trotter was opposed since he felt objection might be raised by nonsmokers. It was pointed out that male clerical employees in Voucher Section near Cryptanalysis Section in that building are permitted to smoke. All members of the Conference, except Mr. Trotter, were in favor of permitting male clerical employees to smoke in Cryptanalysis Section effective immediately.

RECOMMENDATIONS:

1. That no change be made in the present rule prohibiting female employees from smoking in any working area during working hours.

*OK H*

2. That no change be made in present rule prohibiting smoking in working areas during working hours in Identification Division space and Files and Communications Division space, both in Identification and Justice buildings, except in administrative offices.

*I recommend against smoking in these areas, including administrative offices.*  
*OK H*

3. That male clerical employees in Cryptanalysis Section be permitted to smoke effective immediately.

*I disagree - see # 2*  
*Jagler*

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR

Feb. 10, 1961

EXECUTIVES CONFERENCE

NATIONWIDE CRIMINAL ACTIVITIES LETTER

Mr. W. C. Sullivan proposed a plan to publish certain selected items from past issues of the Nationwide Criminal Activities Letter in a booklet for dissemination to all National Academy graduates. He pointed out that one of the major steps in the prevention of a National Crime Commission is the active dissemination of information by presently existing law enforcement agencies. A draft of such a booklet has been prepared and reviewed. Certain objections were raised and the Director instructed that this matter be considered again.

On February 9, 1961, the Executives Conference considered that since the booklet was in essence a manual on crime prepared by the FBI, including such matters as how bombs can be prepared, safes blown, and telephone boxes broken into, it would be too dangerous to disseminate such a booklet outside of the Bureau. It was the unanimous view of the Conference that the booklet not be prepared for dissemination outside of the FBI.

Messrs. Mohr, Belmont, Callahan, DeLoach, Malone, McGuire, Trotter and Clayton recommend that since this is a well prepared booklet of value for reference purposes, it should be published as a training manual to be made available as a reference booklet to New Agent classes, National Academy classes and to police instructors throughout the field. The cost of publishing 200 copies would be approximately \$265.00.

Messrs. Tolson, Conrad, Rosen and Parsons recommend that the booklet not be printed because the information has already been disseminated in the form of the Nationwide Criminal Activities Letter, and because the danger still exists that a resigning or retiring Agent or a National Academy member might make or retain a copy and in the public domain it would certainly be a best seller.

Respectfully, 66-2554-12  
For the Conference

14 MAY 18 1961

REC-113

Clyde Tolson

323 013

INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-16-92 BY SP-Sci/deq

- Tolson \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Belmont \_\_\_\_\_
- Callahan \_\_\_\_\_
- Conrad \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Malone \_\_\_\_\_
- McGuire \_\_\_\_\_
- Rosen \_\_\_\_\_
- Trotter \_\_\_\_\_
- Evans \_\_\_\_\_
- W. C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

50 MAY 22 1961

1 - Mr. Malone

1 - Mr. Clayton

50 OCT 3 1961

DIP/mok (6)

TELETYPE UNIT



Date of Mail JANUARY 30, 1961

Has been removed and placed in the Special File Room of Records Branch.

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/16/92 BY SP5 cpcg

See File 66-2554-7530 for authority.

Subject JUNE MAIL -EXECUTIVES CONFERENCE

Removed By \_\_\_\_\_

File Number 66-2554-12761

Permanent Serial Charge Out

The Director

March 24, 1961

The ~~Executives~~ Conference

ATTORNEY GENERAL'S LIST OF ORGANIZATIONS DESIGNATED PURSUANT TO EXECUTIVE ORDER 10450

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/16/92 BY SP5C/BJ

The Executives Conference on March 22, 1961, consisting of Messrs. Tolson, Parsons, Mohr, Belmont, Callahan, Conrad, Evans, Malone, Rosen, Tavel, Trotter, Clayton, Ingram and DeLoach considered the matter of forwarding copies of the Attorney General's list of subversive organizations when specifically requested by letter to the Director. A copy of the Attorney General's list is attached. The Conference was advised as follows:

HISTORY:

Under the provisions of Executive Order 9835 (Loyalty of Government Employees Program) signed March 21, 1947, we notified the field December 17, 1947, that press inquiries concerning the Attorney General's list of subversive organizations should be referred to the office of the Attorney General. On a memorandum dated December 9, 1947, concerning this matter, the Director noted "the sooner the story of our preparing this list is dispelled the better off we will be." A memorandum dated June 5, 1953, approved the revision of our Manual of Instructions so that inquiries concerning cited organizations would be referred to the Department of Justice or the Federal Register. On June 24, 1954, we instructed the field to refer inquiries to the Department and no longer refer them to the Federal Register. By memorandum dated October 13, 1954, the then Assistant Attorney General Tompkins advised that requests for the Attorney General's list of subversive organizations, received by the FBI, should be referred to the Subversive Organizations Section of the Internal Security Division. The Executives Conference on October 26, 1954, unanimously agreed that the current policy of referring correspondents to the Internal Security Division of the Department be continued. We raised the matter with Assistant Attorney General Tompkins on November 17, 1954, once again by asking if he desired that our field offices, when they receive requests for this list, should refer such requests to the local offices of the U. S. Attorney. He replied in the negative, stating that such referrals should be made to the Internal Security Division of the Department.

- Tolson \_\_\_\_\_
- Parsons \_\_\_\_\_
- Mohr \_\_\_\_\_
- Belmont \_\_\_\_\_
- Callahan \_\_\_\_\_
- Conrad \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Evans \_\_\_\_\_
- Malone \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tavel \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosure

- |                 |                  |                |                 |
|-----------------|------------------|----------------|-----------------|
| 1 - Mr. Tolson  | 1 - Mr. Belmont  | 1 - Mr. Evans  | 1 - Mr. Tavel   |
| 1 - Mr. Parsons | 1 - Mr. Callahan | 1 - Mr. Malone | 1 - Mr. Trotter |
| 1 - Mr. Mohr    | 1 - Mr. Conrad   | 1 - Mr. Rosen  | 1 - Mr. Clayton |
|                 |                  |                | 1 - Mr. Ingram  |
|                 |                  |                | 1 - Mr. DeLoach |

QDD:ejr  
(15)

REC-61 66-2554-12762

MAIL ROOM  TELETYPE UNIT

67 MAR 27 1961

Executives Conference Memo  
Re: Attorney General's List of  
Organizations Designated  
Pursuant to Executive Order 10450

PROS AND CONS:

A. Disadvantages of FBI Forwarding this List to Correspondents:

(1) There is a possibility of criticism being leveled erroneously at the FBI for citing organizations as subversive; i. e., we might be placed in the "evaluation" or "clearance" field by error even though it would be explained that the list was prepared by the Attorney General.

(2) The possibility might arise that we not have immediate access to the most current list; therefore, the danger of advising a correspondent of an organization not included on the list.

(3) There would be the danger of a person joining an organization after an inquiry made of the FBI and the organization subsequently being cited by the Attorney General, in which case the person might claim he cleared his membership with the FBI.

(4) There is always a possibility that an individual might join an organization after checking with the FBI and finding it is not on the Attorney General's list, when actually the organization might be of a questionable nature.

B. Advantages of FBI Forwarding this List to Correspondents:

(1) It appears ridiculous to a member of the public that the FBI refers an outsider to the Department when actually the FBI is a part of the Department, and in fact, located in the same building.

(2) The list has not basically been changed since 1955 other than a few organizations which have been crossed through on the list.

(3) The correspondent could be specifically advised in the outgoing letter, which attaches the list, that the list was prepared by the Attorney General, and not the FED

*"by the Dept. + not by the A. G."*  
(4) Appropriate liaison can be maintained with the Department to make certain the list we have in our possession is kept current at all times.

**Executives Conference Memo**  
**Re: Attorney General's List of**  
**Organizations Designated**  
**Pursuant to Executive Order 10450**

(5) Our failure to provide such lists and our current policy of referring correspondence to the Department could certainly give rise to ill-founded gossip and rumors that there is a rift between the FBI and the Department.

**POSSIBILITIES:**

(1) That in the future we attach the list to outgoing letters when such a list is specifically requested.

(2) That we refer incoming letters to the Department and merely advise the correspondent that we are doing this inasmuch as the Department handles this list.

(3) Continue our current policy of writing the correspondent and referring him to the Internal Security Division of the Department.

*I concur. H.*

The majority, consisting of Messrs. Tolson, Mohr, Callahan, Conrad, Rosen, Evans, Malone, Tavel, Trotter, Clayton and Ingram, recommends that step number one (sending out the list attached to our letters) be complied with in the future.

The minority, consisting of Messrs. Parsons, Belmont and DeLoach, felt that step number two would be safer; i. e., referring incoming letters to the Department but at the same time advising the correspondent that we are taking these steps so that the correspondent will not feel he is being ignored because the Department delays its correspondence.

Respectfully,  
For the Conference

Clyde Tolson

April 19, 1961

The Executive Conference

Magnamatic Reloading Equipment  
(Bullet Reloader)

The Executive Conference of April 19, 1961, consisting of Messrs. Tolson, Parsons, Mohr, DeLoach, Ingram, Callahan, Trotter, Rosen, Sizoo, Evans, Clayton, White, Tavel and Malone, considered a proposal made by the Laboratory in regard to the use of an automatic bullet reloading machine.

On March 22, 1961, SA Marion E. Williams of the Laboratory witnessed a demonstration of the "Magnamatic Bullet Reloader" at the National Rifle Association here in Washington. The equipment demonstrated is capable of reloading 2,000 .38 special cartridges per hour. This loading equipment, complete with dies and installed at the purchaser's place of business, is available for \$2,700. It is estimated that the cost of reloading 1,000 rounds of ammunition including operating personnel - one man - would be approximately \$25. At present, we pay the commercial rate of \$55.15 per thousand rounds of ammunition. At Quantico, we use 2-1/2 million rounds of .38 Caliber ammunition per year. At the rate of saving approximately \$30 per thousand rounds, this would mean a savings of approximately \$75,000 per year by using the Magnamatic Reloading Equipment.

SAC Sloan at Quantico discussed this reloader with three representatives of major ammunition companies. In discounting their interest in supplying ammunition to the Bureau, the fact still remains that there is an inherent element of danger in shooting reloaded ammunition whether it be from this machine or any other reloader. The gentlemen referred to above advised Mr. Sloan that each week an average of five blown-up revolvers has been replaced by Smith and Wesson and Colt Factories to police officers all over the country, who are using reloaded ammunition, and that Smith and Wesson is now fighting a damage suit of \$250,000 being brought against the company by a police officer in Los Angeles, California, who lost an eye from a blown-up gun which fired a cartridge reloaded on a multiple reloading machine similar to the Magnamatic.

All ammunition factories have a thorough physical inspection of cartridges loaded in the plant. It would be impossible for one man operating the Magnamatic, even two men, to give this close inspection to reloaded

- Tolson \_\_\_\_\_
- Parsons \_\_\_\_\_
- Mohr \_\_\_\_\_
- Belmont \_\_\_\_\_
- Callahan \_\_\_\_\_
- Conrad \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Evans \_\_\_\_\_
- Malone \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tavel \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Ingram \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Clayton      1 - Mr. Conrad  
1 - Mr. Malone

JFM:hcy

MAIL ROOM

66 MAY 5 1961

EX - 102      REC-84 66-2554-123

APR 27 1961

323 013  
ALL INFORMATION CONTAINED  
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DATE 3-11-92 BY SP-5 a/dkg

ORIGINAL COPY FILED IN 66-3469-4480

**Executive Conference Memorandum**  
**Re: Magnamatic Reloading Equipment**  
**(Bullet Reloader)**

cartridges such as they do in the factories. It was also pointed out that the primer tube on the Magnamatic is adjacent to the powder tube and some danger exists to the operator if a primer exploded and set off the powder.

In addition, it was pointed out that the Bureau would be competing with private industry if we reloaded our own ammunition.

The Executive Conference was of the unanimous opinion that the safety factor involved in using factory-loaded ammunition far outweighed any monetary advantages that would be gained by the use of reloaded ammunition.

**RECOMMENDATION:**

That the Magnamatic Reloading Equipment not be utilized by the Bureau.